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ABSTRACT

Fifty-six items of instructional materials are listed in the annotated bibliography, which was prepared as the first phase of a research project designed to compile, evaluate, and organize titles and sources of instructional materials which deal with subjects related towork ethics. The titles were selected from an original total of 140, collected from vocational teacher education departments, curriculum development centers, research coordinating units, representatives of the National Network for Curriculum Coordination in Vocational Education, State departments of education,and other selected vocational education agencies. An attempt was made to include only those materials which dealt specifically with developing pride in good workmanship, job attainment and holding power, occupational decision making, self-image, ethical conduct, career advancement, reasons for working, and potential job satisfaction. More broadly based career education materials which do not deal specifically with the development of attitudes toward work were excluded. A photograph, descriptive abstract, and ordering information are provided for each item. Additional information provided includes the subject and type of material, intended audience and audience target level, copyright information, and an indication of whether special training is required for optimum use of the materials. (Author/AJ)

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ED115766

AN ANNOTATED BIBLIOGRAPHY OF INSTRUCTIONAL MATERIALS WHICH EMPHASIZE POSITIVE WORK ETHICS

CONDUCTED UNDER PART C OF PUBLIC LAW 90-576

Prepared by:

Charles Curry
Project Coordinator

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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Program of Agricultural Education
Division of Vocational and Technical Education
College of Education
Virginia Polytechnic Institute and State University
Blacksburg, Virginia 24061

CE 005 587

In Cooperation with

Division of Vocational Education
State Department of Education
Richmond, Virginia 23216

June 1975

ACKNOWLEDGMENTS

The contributions of a number of individuals are to be acknowledged in the development of this publication. Without the efforts of persons who are interested in the development of positive work attitudes within young people and who prepared the enclosed instructional materials, such a bibliography would not have been possible. In addition, the cooperation received from those persons who submitted instructional materials for inclusion in the bibliography made the development of it an easier task and the content more complete.

Special appreciation is extended to Amy Bradner and the staff of the Virginia State Department of Education Media Center for their cooperation in identifying prospective instructional materials. Extraordinary guidance and direction was given by Julio J. Jimenez in the printing of this publication. In addition to these persons, the project staff has made valuable contributions to establishing, conducting, organizing and evaluating this phase of the work ethics instructional materials project. These dedicated persons include:

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FOREWORD

This document contains an annotated bibliography of instructional materials that are available in the area of work ethics. It has been prepared in accordance with the first phase of a research project entitled "A Compilation, Preparation and Distribution of Instructional Materials that Emphasize Positive Work Ethics in Relation to Occupational Choice." The project was conducted in cooperation with the Virginia Division of Vocational Education and under part C of Public Law 90-576. This project was designed to compile, evaluate and organize titles and sources of instructional materials which deal with subjects related to work ethics.

Vocational teacher education departments, curriculum development centers, research coordinating units, representatives of the National Network for Curriculum Coordination in Vocational Education, state departments of education and other selected vocational education agencies were contacted to obtain titles and sources of instructional materials. In order to compile the materials which have been prepared that emphasize positive work ethics, 343 instruments were mailed to collect data. After the initial mailing and one follow-up letter, 166 of these instruments were returned resulting in 106 prospective instructional materials. A search of the Virginia State Department of Education Media Center in Richmond, Virginia netted 34 additional materials for a total of 140 prospective titles of instructional materials which emphasize positive work ethics.

These materials were reviewed and an attempt was made to include only those materials which dealt specifically with developing pride in good workmanship, job attainment and holding power, occupational decision-making, self-image, ethical conduct, career advancement, reasons for working, and potential job satisfaction. An attempt was also made to exclude those broadly based materials which might be more applicable to the concepts of career awareness, orientation, exploration or preparation and which did not deal specifically with the development of attitudes toward work.

This bibliography has been designed for ease in reading to expedite the identification of instructional materials. These materials should help classroom teachers become more effective in teaching positive attitudes toward the world of work. Information for ordering each of the 56 instructional materials is included along with a comprehensive description of each. Vocational teachers are encouraged to contact the project coordinator if further information is desired. Sample copies of most of the materials included in the bibliography are shelved in the office of the Program of Agricultural Education at Virginia Polytechnic Institute and State University and are subject to review by vocational educators.

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WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH

TITLE OF MATERIALS	Basic Social and Education Competencies Essential for Initial and Continued Employment in Agricultural Occupations
DATE OF DEVELOPMENT AND/OR REVISION	1966
NAME OF DEVELOPER(S)	L. P. Jacks

SUBJECT OF MATERIAL:
☐ Pride in Good Workmanship ☐ Realistic Self-Image ☐ Why Work
☒ Getting and Holding a Job ☐ Ethical Conduct ☐ Job Satisfaction
☐ Occupational Choice ☒ Career Advancement ☐ Other

TYPE OF MATERIAL:
☐ Hardcopy _____ Pages (no.)
☒ Paper Bound 66 Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE
☐ Pre-K thru 3 ☐ 4-6 ☒ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult
☒ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE:
☒ Teacher Educator ( ) pre-service (x) in-service
☐ State Personnel ☐ Local Administrators ☒ Guidance Personnel
☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☒ No

IS MATERIAL COPYRIGHTED? ☐ Yes ☒ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

STIPULATIONS _____

PROVISIONS FOR ACQUIRING MATERIALS: Free -- Limited number on hand

☐ Purchase (Unit cost $_____) ☐ Rent (Unit Cost $_____) ☒ Free

Other—Explain: _____

TO ORDER, PLEASE CONTACT: Lousiana State University, School of Vocational Education, 208 Stubbs Hall, Baton Rouge, Louisiana 70803

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

This publication was designed for use by students of agriculture at the junior and senior high school level in making them aware of certain basic social and educational competencies essential for initial and continued employment. Emphasis is placed upon four areas: personal qualities and job success; basic educational competencies and job success; job requirements; and job procurement.

Abstract Prepared in 1975

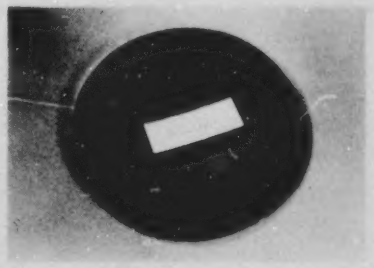
PERSON SUBMITTING ABSTRACT

NAME:	Charlie M. Curtis, Director
AGENCY:	School of Vocational Education Louisiana State University
ADDRESS:	208 Stubbs Hall
	Baton Rouge, LA PHONE: 388-5748

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH

TITLE OF MATERIALS	Belton, Jerald F
DATE OF DEVELOPMENT AND/OR REVISION	1972
NAME OF DEVELOPER(S)	Dr. William Barron, Dean of Division of Extension, Univ. of Texas Austin, Texas 78712



SUBJECT OF MATERIAL: ☐ Pride in Good Workmanship ☒ Realistic Self-Image ☐ Why Work ☐ Getting and Holding a Job ☐ Ethical Conduct ☐ Job Satisfaction ☐ Occupational Choice ☒ Career Advancement ☐ Other

TYPE OF MATERIAL: ☐ Hardcopy _____ Pages (no.) ☐ Paper Bound _____ Pages (no.) ☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size ☒ Film 29 Minutes (no.) ( ) B & W (×) Color 16 Size (mm) ☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No ☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE ☐ Pre-K thru 3 ☐ 4-6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☒ Teacher ☒ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator ( ) pre-service ( ) in-service ☐ State Personnel ☐ Local Administrators ☒ Guidance Personnel ☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☒ Yes ☐ No

IS MATERIAL COPYRIGHTED? ☒ Yes ☐ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☒ No

STIPULATIONS _____

PROVISIONS FOR ACQUIRING MATERIALS: _____

☒ Purchase (Unit cost $ 150.00) ☒ Rent (Unit Cost $_____) ☐ Free

Other–Explain: _____

TO ORDER, PLEASE CONTACT: Ken Stedman, Division of Extension, Industrial & Business Training Bureau, University of Texas, Austin, Texas 78701

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

Belton, Jerold F was conceived and designed as a tool for training teachers and counselors working in Adult Basic Education programs. In a broad sense, Belton, Jerold F. is concerned primarily with the roles and relationships of teachers and counselors in the adult education setting. The film is designed to convey to the viewer a sense of the student's complex life situation and portrays the activities of the adult education counselor and teacher in trying to help the student resolve some [illegible] problems.

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT

NAME:	Waunda Stedman, Librarian DORD
AGENCY:	Texas Education Agency
ADDRESS:	201 East 11th Street
	Austin, Texas 78701 PHONE: 475-4641

WORK ETHIC
INSTRUCTIONAL MATERIALS SEARCH

TITLE OF MATERIALS	The Changing Work Ethic
DATE OF DEVELOPMENT AND/OR REVISION	1973
NAME OF DEVELOPER(S)	Guidance Associates

SUBJECT OF MATERIAL:
☒ Pride in Good Workmanship ☐ Realistic Self-Image ☒ Why Work
☐ Getting and Holding a Job ☒ Ethical Conduct ☐ Job Satisfaction
☐ Occupational Choice ☐ Career Advancement ☒ Other

TYPE OF MATERIAL:
☐ Hardcopy _____ Pages (no.)
☐ Paper Bound _____ Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☒ Slides and Film Strips ( ) B & W (x) Color; Audio: (x)Yes ( )No
☒ Audio ( ) Reel ( ) Cassette (x) Records

INTENDED AUDIENCE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE
☐ Pre-K thru 3 ☐ 4-6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult
☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE:
☐ Teacher Educator ( ) pre-service ( ) in-service
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel
☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☒ No

IS MATERIAL COPYRIGHTED? ☒ Yes ☐ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

STIPULATIONS Permission for duplication must be in writing from the publisher.

PROVISIONS FOR ACQUIRING MATERIALS:
☒ Purchase (Unit cost $ 37.50) ☐ Rent (Unit Cost $_____) ☐ Free
Other–Explain: _____

TO ORDER, PLEASE CONTACT: Guidance Associates, 41 Washington Avenue, Pleasantville, New York 10570

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

This filmstrip and record package titled "The Changing Work Ethic," is divided into two parts. They are "You and Work" and "Work and Society."

"You and Work," depicts various situations where the work ethics of certain individuals conflict. This is a very good approach to analyzing and constructively changing the eroding work ethic.

This package includes a discussion guide and script.

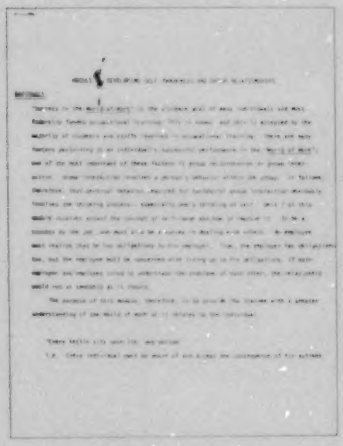
Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT

NAME:	Charles Curry, Project Director
AGENCY:	Work Ethics Project, VPI & SU
ADDRESS:	102 War Memorial Gym
	Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH



TITLE OF MATERIALS	Module I Developing Self-Awareness and Group Relationships
DATE OF DEVELOPMENT AND/OR REVISION	Currently in Developmental Progress
NAME OF DEVELOPER(S)	Lawrence Dillon

SUBJECT OF MATERIAL:
☐ Pride in Good Workmanship ☒ Realistic Self-Image ☒ Why Work
☐ Getting and Holding a Job ☐ Ethical Conduct ☒ Job Satisfaction
☐ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL:
☐ Hardcopy _____ Pages (no.)
☒ Paper Bound 48 Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE: ☒ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE
☐ Pre-K thru 3 ☐ 4-6 ☒ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult
☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE:
☐ Teacher Educator ( ) pre-service ( ) in-service
☐ State Personnel ☐ Local Administrators ☒ Guidance Personnel
☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☒ No

IS MATERIAL COPYRIGHTED? ☐ Yes ☒ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

STIPULATIONS Information not provided

PROVISIONS FOR ACQUIRING MATERIALS: _____

☐ Purchase (Unit cost $_____) ☐ Rent (Unit Cost $_____) ☒ Free

Other–Explain: _____

TO ORDER, PLEASE CONTACT: Lawrence Dillon, Guidance Specialist, Vocational Division, Mississippi Department of Education, Jackson, Mississippi

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

This unit contains 8 one hour lessons:
1. Identifying techniques of self image discovery;
2. Identifying techniques of relaxation;
3. Identifying techniques of achieving success;
4. Identifying techniques of replacing negative with positive;
5. Identifying techniques of "being oneself;"
6. Identifying techniques of "living with a crisis;"
7. Identifying techniques for winning friends; and
8. Identifying twelve ways to view a self image.

These 8 one hour lessons are scheduled in the following manner:
1. 5 minutes - Introduction, Objectives and Directions;
2. 10 minutes - Instructor Presentation;
3. 25 minutes - Student Exercises;
4. 10 minutes - Competency testing and grading; and
5. 10 minutes - Class discussion.

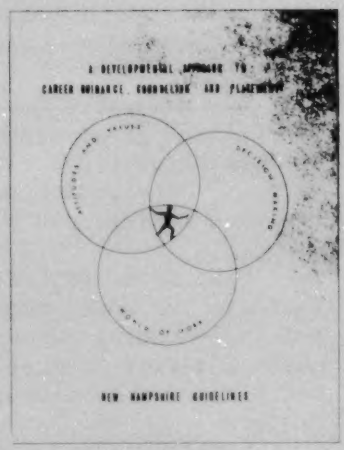
Reference materials are included.

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT		
	NAME:	Brenda Carr, Laboratory Assistant
	AGENCY:	Work Ethics Project; VPI & SU
	ADDRESS:	102 War Memorial Gym
		Blacksburg, VA 24061 PHONE:951-6836

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH



TITLE OF MATERIALS	A Developmental Approach to Career Guidance, Counseling and Placement, New Hampshire Guidelines
DATE OF DEVELOPMENT AND/OR REVISION	August 1974
NAME OF DEVELOPER(S)	Counselors and Vocational Educators at Secondary Level

SUBJECT OF MATERIAL:
☒ Pride in Good Workmanship ☒ Realistic Self-Image ☒ Why Work
☒ Getting and Holding a Job ☒ Ethical Conduct ☒ Job Satisfaction
☐ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL:
☐ Hardcopy _____ Pages (no.)
☒ Paper Bound 100+ Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE ☐ Pre-K thru 3 ☐ 4-6 ☒ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult
☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE:
☒ Teacher Educator ( ) pre-service (x) in-service
☐ State Personnel ☐ Local Administrators ☒ Guidance Personnel
☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☒ No

IS MATERIAL COPYRIGHTED? ☐ Yes ☒ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

STIPULATIONS _____

PROVISIONS FOR ACQUIRING MATERIALS: _____

☐ Purchase (Unit cost $_____) ☐ Rent (Unit Cost $_____) ☒ Free

Other–Explain: Free to those in workshops within state.

TO ORDER, PLEASE CONTACT: Josephine B. Hayslip, Cd. Consultant, New Hampshire State Department of Education, 64 N. Main St., Concord, New Hampshire 03301

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

New Hampshire Guidelines in Career Guidance, Counseling and Placement "emphasizes group approaches in involving counselors, teachers and students in meaningful projects intended to enhance career planning and decision making skills." The guidelines deal with 3 major components: attitudes and values; decision making; and world of work.

"The focus of the model has been on developing a "How to . . ." approach. That is, the model not only details a series of concepts, goals and objectives for implementing career development in the secondary school, but it also suggests a series of activities which may be employed at various levels to carry out planned objectives."

Bibliography, tests, films and filmstrips are included.

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT		
	NAME:	Brenda Carr, Laboratory Assistant
	AGENCY:	Work Ethics Project; VPI & SU
	ADDRESS:	102 War Memorial Gym
		Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC
INSTRUCTIONAL MATERIALS SEARCH

TITLE OF MATERIALS	Employability Skills
DATE OF DEVELOPMENT AND/OR REVISION	Completion Date July 1975
NAME OF DEVELOPER(S)	Dr. Roger Lambert Dr. Douglas Ray

SUBJECT OF MATERIAL: ☐ Pride in Good Workmanship ☒ Realistic Self-Image ☒ Why Work ☒ Getting and Holding a Job ☒ Ethical Conduct ☒ Job Satisfaction ☒ Occupational Choice ☒ Career Advancement ☒ Other

TYPE OF MATERIAL: ☐ Hardcopy _____ Pages (no.)
☒ Paper Bound _____ Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☒ Slides and Film Strips ( ) B & W (x) Color; Audio: (x)Yes ( )No
☒ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE ☐ Pre-K thru 3 ☐ 4-6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☒ 13-14 ☐ Adult
☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator ( ) pre-service ( ) in-service
☐ State Personnel ☐ Local Administrators ☒ Guidance Personnel
☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☐ No

IS MATERIAL COPYRIGHTED? ☒ Yes ☐ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☒ No

STIPULATIONS _____

PROVISIONS FOR ACQUIRING MATERIALS: _____

☐ Purchase (Unit cost $_____) ☐ Rent (Unit Cost $_____) ☐ Free

Other—Explain: Available after July 1975

TO ORDER, PLEASE CONTACT: Roger H. Lambert, Center for Studies in Vocational-Technical Education, 321 Education, 1000 Bascom Mall, Madison, Wisconsin 53706

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

"Employability Skills" is a program designed to provide students with assistance in developing the non-job skill techniques necessary to obtain work and to advance in an occupational field. The completed program will consist of eleven self-contained modules primarily developed for individual use but supplemented with materials and features which permit utilization with a group or in a classroom setting.

The eleven modules will center around those topics considered by district student service personnel to be crucial to either job acquisition or job success: introduction and orientation; self-inventory and analysis; personal data and resume; job seeking procedures (includes utilization of employment agencies and services); job application forms and job tests; the job interview and follow-up; wages, deductions and fringe benefits; labor unions and professional organizations; job conduct (first day, first few weeks, relations with supervisor, relations with fellow workers, how to be promoted, how to lose your job); career ladder and changing jobs; and money management.

The program will be essentially audio-visual, using audio cassettes keyed to carousel slide units. Corresponding individual student manuals will also be developed. Additionally, a teacher's guide will be provided for those desiring to use this program in the classroom for group presentations.

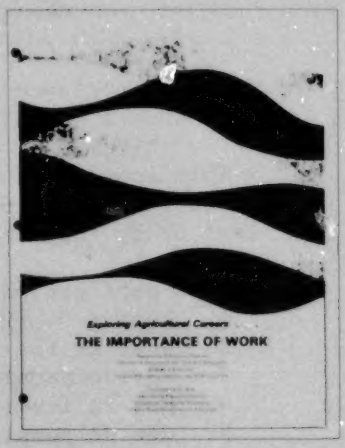
Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT

NAME:	Roger H. Lambert, Associate Director
AGENCY:	Center for Studies in Vocational and Technical Education
ADDRESS:	321 Education 1000 Bascom Mall
	Madison, Wisconsin 53706 PHONE: 263-2704

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH



TITLE OF MATERIALS	Exploring Agricultural Careers . . . The Importance of Work
DATE OF DEVELOPMENT AND/OR REVISION	1975
NAME OF DEVELOPER(S)	Jasper S. Lee

SUBJECT OF MATERIAL: ☐ Pride in Good Workmanship ☐ Realistic Self-Image ☒ Why Work
☐ Getting and Holding a Job ☐ Ethical Conduct ☐ Job Satisfaction
☐ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL: ☐ Hardcopy _____ Pages (no.)
☒ Paper Bound 19 Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE ☐ Pre-K thru 3 ☐ 4-6 ☒ 7-8 ☒ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult
☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator ( ) pre-service ( ) in-service
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel
☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☒ No

IS MATERIAL COPYRIGHTED? ☐ Yes ☒ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

STIPULATIONS _____

PROVISIONS FOR ACQUIRING MATERIALS: _____

☐ Purchase (Unit cost $_____) ☐ Rent (Unit Cost $_____) ☒ Free

Other–Explain: Limited Copies Available

TO ORDER, PLEASE CONTACT: Agricultural Education Program, Division of Vocational and Technical Education, College of Education, Virginia Polytechnic Institute and State University, Blacksburg, VA 24061

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

"The Importance of Work" is designed to develop "a basic knowledge of work so that when a decision is made it will be based on adequate information."

This booklet is written at an appropriate reading level for most students in grades seven and up. It may be used by students exploring agricultural careers or by the teacher as a resource document.

This publication is designed to answer the following questions about work:

1. What is "work," "world of work?", and "agricultural world of work"?;
2. What is the distinction between careers, occupations, and jobs?;
3. Why do people work?;
4. How is level of living related to work?;
5. How do people view work?;
6. Why should youth study about work?;
7. Why is it necessary to plan a career?; and
8. What is career education?

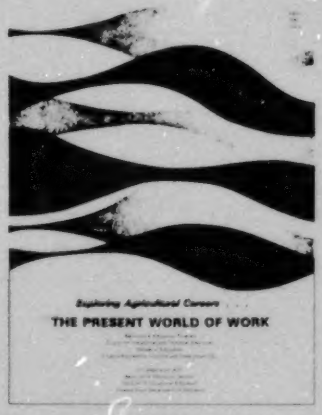
Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT		
	NAME:	Charles Curry, Project Director
	AGENCY:	Work Ethics Project; VPI & SU
	ADDRESS:	102 War Memorial Gym
		Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH

TITLE OF MATERIALS	Exploring Agricultural Careers: The Present World of Work
DATE OF DEVELOPMENT AND/OR REVISION	1975
NAME OF DEVELOPER(S)	Jasper S. Lee



SUBJECT OF MATERIAL:
☐ Pride in Good Workmanship ☐ Realistic Self-Image ☐ Why Work
☒ Getting and Holding a Job ☐ Ethical Conduct ☐ Job Satisfaction
☒ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL:
☐ Hardcopy _____ Pages (no.)
☒ Paper Bound 35 Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE
☐ Pre-K thru 3 ☐ 4-6 ☒ 7-8 ☒ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult
☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE:
☐ Teacher Educator ( ) pre-service ( ) in-service
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel
☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☒ No

IS MATERIAL COPYRIGHTED? ☐ Yes ☒ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

STIPULATIONS _____

PROVISIONS FOR ACQUIRING MATERIALS: Available in limited quantity from source

☐ Purchase (Unit cost $_____) ☐ Rent (Unit Cost $_____) ☒ Free

Other—Explain: _____

TO ORDER, PLEASE CONTACT: Jasper S. Lee, Agricultural Education Program, VPI & SU, Blacksburg, VA 24061

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

This document contains basic information about work, especially as related to agricultural occupations. It is intended for use with students in grades 7 - 10 and has been written at an appropriate reading level for use in these grades. The content is organized around certain fundamental questions which deal with changes in work, the role of labor unions, how people are paid for work, fringe benefits, and common legal aspects of work.

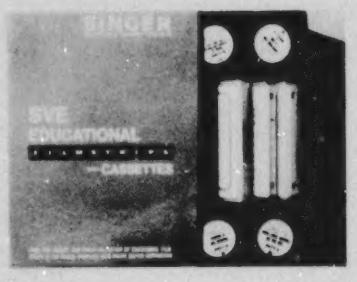
Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT

NAME:	Jasper S. Lee
AGENCY:	VPI & SU
ADDRESS:	107 Memorial Hall
	Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC
INSTRUCTIONAL MATERIALS SEARCH

TITLE OF MATERIALS	Finding and Getting a Job
DATE OF DEVELOPMENT AND/OR REVISION	Current
NAME OF DEVELOPER(S)	SVE Educational Filmstrips



SUBJECT OF MATERIAL:
☐ Pride in Good Workmanship ☐ Realistic Self-Image ☐ Why Work
☒ Getting and Holding a Job ☐ Ethical Conduct ☐ Job Satisfaction
☒ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL:
☐ Hardcopy _____ Pages (no.)
☐ Paper Bound _____ Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☒ Slides and Film Strips ( ) B & W (x) Color; Audio: (x) Yes ( ) No
☒ Audio Tapes ( ) Reel (x) Cassette

INTENDED AUDIENCE:
☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE
☐ Pre-K thru 3 ☐ 4-6 ☒ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult
☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE:
☐ Teacher Educator ( ) pre-service ( ) in-service
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STIPULATIONS Information not provided

PROVISIONS FOR ACQUIRING MATERIALS: _____

☒ Purchase (Unit cost $ 63.00) ☐ Rent (Unit Cost $_____) ☐ Free

Other—Explain: _____

TO ORDER, PLEASE CONTACT: Robert V. House, Singer/SVE, 1738 Monticello Street, Petersburg, Virginia 23803

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

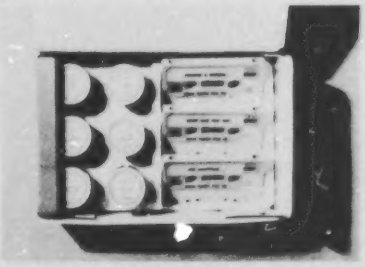
This series of filmstrips titled "Finding and Getting a Job," includes the following six divisions: Choosing your career; Finding a job opening; Applying for a job; The job interview; Your first months on the job; and You and the changing world of work. A teaching guide and reading script accompanies each filmstrip.

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT		
	NAME:	Charles Curry, Project Director
	AGENCY:	Work Ethics Project; VPI & SU
	ADDRESS:	102 War Memorial Gym
		Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC
INSTRUCTIONAL MATERIALS SEARCH

TITLE OF MATERIALS	Finding Your Job
DATE OF DEVELOPMENT AND/OR REVISION	1972
NAME OF DEVELOPER(S)	Eye Gate House



SUBJECT OF MATERIAL:
☐ Pride in Good Workmanship ☒ Realistic Self-Image ☐ Why Work
☒ Getting and Holding a Job ☐ Ethical Conduct ☐ Job Satisfaction
☒ Occupational Choice ☒ Career Advancement ☒ Other

TYPE OF MATERIAL:
☐ Hardcopy _____ Pages (no.)
☐ Paper Bound _____ Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☒ Slides and Film Strips ( ) B & W (x) Color; Audio: (x)Yes ( )No
☒ Audio Tapes (-) Reel (x) Cassette

INTENDED AUDIENCE:
☒ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE
☐ Pre-K thru 3 ☐ 4-6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult
☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE:
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IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☒ No

IS MATERIAL COPYRIGHTED? ☒ Yes ☐ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

STIPULATIONS _____

PROVISIONS FOR ACQUIRING MATERIALS: _____

☒ Purchase (Unit cost $ 58.50) ☐ Rent (Unit Cost $_____) ☐ Free

Other–Explain: _____

TO ORDER, PLEASE CONTACT: Eye Gate House, Jamaica, New York 11435

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

This series of filmstrips and cassettes called "Finding Your Job" developed by Eye Gate help an individual take a look at his or her individual abilities and interests and put them to work in landing a job.

The package includes three cassettes and six filmstrips. The series is divided into the following parts: What can you do?; Job shopping; The job interview; Finding a career; Working for someone else; and Getting a better job.

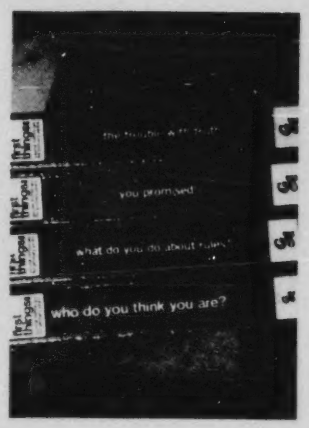
Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT

NAME:	Charles Curry, Project Director
AGENCY:	Work Ethics Project; VPI & SU
ADDRESS:	102 War Memorial Gym
	Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC
INSTRUCTIONAL MATERIALS SEARCH

TITLE OF MATERIALS	First Things
DATE OF DEVELOPMENT AND/OR REVISION	1970
NAME OF DEVELOPER(S)	Guidance Associates



SUBJECT OF MATERIAL: ☐ Pride in Good Workmanship ☒ Realistic Self-Image ☐ Why Work ☐ Getting and Holding a Job ☒ Ethical Conduct ☐ Job Satisfaction ☐ Occupational Choice ☐ Career Advancement ☒ Other

TYPE OF MATERIAL: ☐ Hardcopy _____ Pages (no.)
☐ Paper Bound _____ Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☒ Slides and Film Strips ( ) B & W (x) Color; Audio: (x)Yes ( )No
☒ Audio Tapes ( ) Reel ( ) Cassette (x) Records

INTENDED AUDIENCE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE: ☐ Pre-K thru 3 ☐ 4-6 ☒ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult
☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator ( ) pre-service ( ) in-service
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel
☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☒ No

IS MATERIAL COPYRIGHTED? ☒ Yes ☐ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

STIPULATIONS Permission for duplication must be in writing from the publisher.

PROVISIONS FOR ACQUIRING MATERIALS: _____

☒ Purchase (Unit cost $ 86.00) ☐ Rent (Unit Cost $ _____) ☐ Free

Other–Explain: Cost breakdown in descriptive abstract

TO ORDER, PLEASE CONTACT: Guidance Associates, 41 Washington Avenue, Pleasantville, New York 10570

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

This series from Guidance Associates titled "First Things" will aid students to take a realistic look at themselves, their values and their relationships with others. The following sets of materials are included in the series:

1. Who do you think you are?, $21.50;
2. What do you do about rules?, $21.50;
3. You promised, $21.50; and
4. The trouble with truth, $21.50.

The first set contains three filmstrips and records while the other each contain two filmstrips and records.

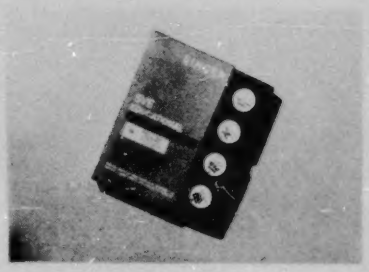
Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT		
	NAME:	Charles Curry, Project Director
	AGENCY:	Work Ethics Project; VPI & SU
	ADDRESS:	102 War Memorial Gym
		Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH

TITLE OF MATERIALS	Foundations for Occupational Planning
DATE OF DEVELOPMENT AND/OR REVISION	Current
NAME OF DEVELOPER(S)	SVE Educational Filmstrips



SUBJECT OF MATERIAL:
☐ Pride in Good Workmanship ☒ Realistic Self-Image ☒ Why Work
☒ Getting and Holding a Job ☒ Ethical Conduct ☐ Job Satisfaction
☐ Occupational Choice ☐ Career Advancement ☒ Other

TYPE OF MATERIAL:
☐ Hardcopy _____ Pages (no.)
☐ Paper Bound _____ Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☒ Slides and Film Strips ( ) B & W (x) Color; Audio: ( )Yes (x)No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE: ☒ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE
☒ Pre-K thru 3 ☒ 4-6 ☒ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult
☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE:
☐ Teacher Educator ( ) pre-service ( ) in-service
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel
☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☒ No

IS MATERIAL COPYRIGHTED? ☐ Yes ☐ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

STIPULATIONS Information not provided

PROVISIONS FOR ACQUIRING MATERIALS: _____

☒ Purchase (Unit cost $ 28.25) ☐ Rent (Unit Cost $_____) ☐ Free

Other–Explain: _____

TO ORDER, PLEASE CONTACT: Robert V. House, Singer/SVE, 1738 Monticello Street, Petersburg, Virginia 23803

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

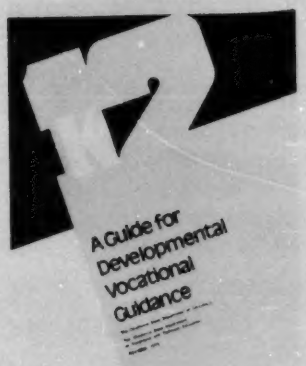
This series of filmstrips titled "Foundations for Occupational Planning" includes the following five divisions: What is a job?; What good is school?; What do you like to do?; Who are you?; and What are job families?

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT		
	NAME:	Charles Currry, Project Director
	AGENCY:	Work Ethics Project, VPI & SU
	ADDRESS:	102 War Memorial Gym
		Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH



TITLE OF MATERIALS	A Guide For Developmental Vocational Guidance, K-12
DATE OF DEVELOPMENT AND/OR REVISION	June 1973
NAME OF DEVELOPER(S)	State Dept. of Guidance & Counseling in cooperation with the State Dept. of Vocational & Technical Education

SUBJECT OF MATERIAL: ☒ Pride in Good Workmanship ☒ Realistic Self-Image ☐ Why Work
☐ Getting and Holding a Job ☒ Ethical Conduct ☐ Job Satisfaction
☐ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL: ☐ Hardcopy _____ Pages (no.)
☒ Paper Bound 173 Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE: ☒ Pre-K thru 3 ☒ 4-6 ☒ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult
☒ Teacher ☒ Teacher Educator ☒ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (x) pre-service (x) in-service
☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel
☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☒ No

IS MATERIAL COPYRIGHTED? ☐ Yes ☒ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

STIPULATIONS _____

PROVISIONS FOR ACQUIRING MATERIALS: _____

☒ Purchase (Unit cost $ 2.00) ☐ Rent (Unit Cost $_____) ☐ Free

Other—Explain: _____

TO ORDER, PLEASE CONTACT: Curriculum Center - Oklahoma State Department of Vocational and Technical Education, Stillwater, Oklahoma 74-74

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

A Guide for Developmental Vocational Guidance, K-12 is a guide designed to share with teachers, administrators, and counselors some facets of the child's development and some basis for vocational decision making. It is not the purpose of the guide to encourage students to make premature decisions concerning career choice, but to give students the opportunity over a long period of time to develop a reservoir of information, attitudes, and experiences which will serve as a substantial base for decision making. The content of the guide contains creative and innovative techniques in vocational guidance that are adaptable and pertinent to schools regardless of size or location.

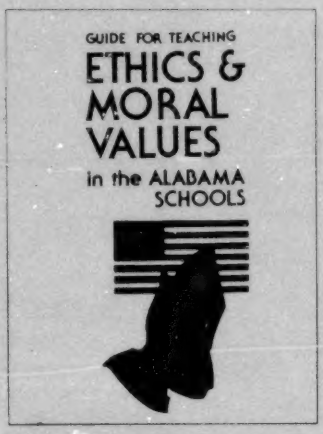
Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT

NAME:	Jeanetta C. Shipp
AGENCY:	State Department of Vocational & Technical Education, Curriculum and Instructional
ADDRESS:	Materials Center 1515 West Sixth Avenue
	Stillwater, Oklahoma PHONE: 377-2000

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH



TITLE OF MATERIALS	Guide for Teaching Ethics and Moral Values in the Alabama Schools
DATE OF DEVELOPMENT AND/OR REVISION	1974
NAME OF DEVELOPER(S)	Division of Instruction State Department of Education Montgomery, Alabama

SUBJECT OF MATERIAL: ☐ Pride in Good Workmanship ☐ Realistic Self-Image ☐ Why Work
☐ Getting and Holding a Job ☒ Ethical Conduct ☐ Job Satisfaction
☐ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL: ☐ Hardcopy _____ Pages (no.)
☒ Paper Bound 51 Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE ☒ Pre-K thru 3 ☒ 4-6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult
☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator ( ) pre-service ( ) in-service
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel
☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☒ No

IS MATERIAL COPYRIGHTED? ☐ Yes ☒ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

STIPULATIONS _____

PROVISIONS FOR ACQUIRING MATERIALS: Information not provided

☐ Purchase (Unit cost $_____) ☐ Rent (Unit Cost $_____) ☐ Free

Other—Explain: _____

TO ORDER, PLEASE CONTACT: Division of Instruction, State Department of Education, Montgomery, Alabama

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

This guide for teaching ethics and moral values in Alabama schools is not to be thought of as a complete course to be taught at any one time or at any one level. It should be made an integral part of the students' total school experiences everyday.

Chapter VI deals directly with the dignity and values associated with work. This guide is directed at the development of positive attitudes and values, a part of the learning process that is often neglected in the educational system.

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT		
	NAME:	Charles Curry, Project Director
	AGENCY:	Work Ethics Project; VPI & SU
	ADDRESS:	102 War Memorial Gym
		Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH

TITLE OF MATERIALS	Happiness is Landing a Job
DATE OF DEVELOPMENT AND/OR REVISION	Current
NAME OF DEVELOPER(S)	Linda Brodine, Dixie Gibbons, Paul J. Forch, Sharon Reeder

SUBJECT OF MATERIAL:
☐ Pride in Good Workmanship ☐ Realistic Self-Image ☐ Why Work
☒ Getting and Holding a Job ☐ Ethical Conduct ☐ Job Satisfaction
☒ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL:
☐ Hardcopy _____ Pages (no.)
☒ Paper Bound 45 Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE
☐ Pre-K thru 3 ☐ 4-6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult
☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE:
☐ Teacher Educator ( ) pre-service ( ) in-service
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel
☐ Other _____ (Indicate)

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IS MATERIAL COPYRIGHTED? ☐ Yes ☒ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

STIPULATIONS _____

PROVISIONS FOR ACQUIRING MATERIALS: _____

☐ Purchase (Unit cost $_____) ☐ Rent (Unit Cost $_____) ☒ Free

Other–Explain: Single Copies

TO ORDER, PLEASE CONTACT: Dr. L. Dean McClellan, Director, Center for Vocational and Technical Education, West Campus, Kearney State College, Kearney, NE 68847

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

"Happiness is Landing a Job" is a learning activity package in which the student learns the mechanics involved in getting a job. Activities included in the packet are: constructing and typing a letter of application and a resume, filling out a job application form, preparing for the job interview, conducting yourself during the interview, and constructing a follow-up letter.

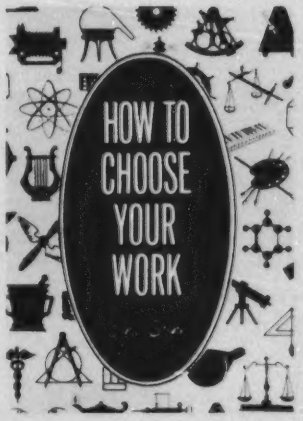
Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT

NAME:	Elsie Cafferty
AGENCY:	Kearney State College
ADDRESS:	Kearney, NE 68847
	PHONE: 236-4352

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH



TITLE OF MATERIALS	How To Choose Your Work
DATE OF DEVELOPMENT AND/OR REVISION	1969
NAME OF DEVELOPER(S)	Elna Stone

SUBJECT OF MATERIAL: ☐ Pride in Good Workmanship ☐ Realistic Self-Image ☒ Why Work
☐ Getting and Holding a Job ☐ Ethical Conduct ☒ Job Satisfaction
☒ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL: ☐ Hardcopy _____ Pages (no.)
☒ Paper Bound 64 Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE: ☐ Pre-K thru 3 ☐ 4-6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult
☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator ( ) pre-service ( ) in-service
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel
☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☒ No

IS MATERIAL COPYRIGHTED? ☒ Yes ☐ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

STIPULATIONS All rights reserved

PROVISIONS FOR ACQUIRING MATERIALS: _____

☒ Purchase (Unit cost $ 2.40) ☐ Rent (Unit Cost $_____) ☐ Free

Other–Explain: _____

TO ORDER, PLEASE CONTACT: The Bruce Publishing Company, Milwaukee, Wisconsin

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

How To Choose Your Job asks the student the following three main questions:

1. What do you want to do?;
2. What can you do?; and
3. What kind of work is available to you?

Exercises, stories and discussion of problems are developed to assist the student in answering these questions. Some of the topics discussed are money, security, recognition, skills, experience, education, and personal qualities.

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT		
	NAME:	Brenda Carr, Laboratory Assistant
	AGENCY:	Work Ethics Project; VPI & SU
	ADDRESS:	102 War Memorial Gym
		Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH

TITLE OF MATERIALS	How To Get A Job
DATE OF DEVELOPMENT AND/OR REVISION	1969
NAME OF DEVELOPER(S)	Elna Stone

SUBJECT OF MATERIAL:
☐ Pride in Good Workmanship ☐ Realistic Self-Image ☐ Why Work
☒ Getting and Holding a Job ☐ Ethical Conduct ☐ Job Satisfaction
☐ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL:
☐ Hardcopy _____ Pages (no.)
☒ Paper Bound 74 Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE:
☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE
☐ Pre-K thru 3 ☐ 4-6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult
☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE:
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Other–Explain: _____

TO ORDER, PLEASE CONTACT: The Bruce Publishing Company, Milwaukee, Wisconsin

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

How To Get A Job follows the process of getting a job in a step-by-step fashion.

This booklet offers many useful hints to the person looking for employment. Real life situations are developed for the student to evaluate. The booklet includes the following:

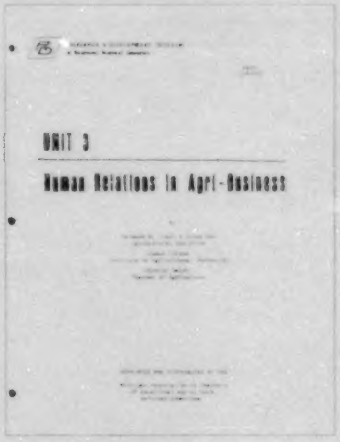
1. Finding the job opening;
2. The application;
3. The interview;
4. The follow-up;
5. How to pass a test; and
6. Writing a resume.

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT		
	NAME:	Brenda Carr, Laboratory Assistant
	AGENCY:	Work Ethics Project; VPI & SU
	ADDRESS:	102 War Memorial Gym
		Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH



TITLE OF MATERIALS	Unit 3: Human Relations in Agri-Business
DATE OF DEVELOPMENT AND/OR REVISION	Current
NAME OF DEVELOPER(S)	Raymond M. Clark, Urban Oen, James Gibson, Stanley Smith

SUBJECT OF MATERIAL: ☐ Pride in Good Workmanship ☒ Realistic Self-Image ☐ Why Work
☐ Getting and Holding a Job ☒ Ethical Conduct ☐ Job Satisfaction
☐ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL: ☐ Hardcopy _____ Pages (no.)
☒ Paper Bound 41 Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE: ☐ Pre-K thru 3 ☐ 4-6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult
☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator ( ) pre-service ( ) in service
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel
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PROVISIONS FOR ACQUIRING MATERIALS: _____

☐ Purchase (Unit cost $_____) ☐ Rent (Unit Cost $_____) ☐ Free

Other–Explain: Information not provided

TO ORDER, PLEASE CONTACT: Michigan Association of Teachers of Vocational Agriculture, Services Committee

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

This is one of a series of units for instruction in Agricultural Business. Other units available are:

1. Career opportunities in Agricultural Business;
2. Orientation to Supervised Occupational Experience;
3. Human Relations in Agri-Business;
4. Agricultural Salesmanship; and
5. Organization and Functions of Agricultural Business.

The objective for Human Relations in Agri-Business is "to help you develop your understanding and ability to work productively and congenially with others.

Lessons in this unit are organized into the following headings:

1. Text;
2. Student Activities;
3. Suggestions for Evaluation; and
4. References and Instructional Resources.

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT		
	NAME:	Charles Curry, Project Director
	AGENCY:	Work Ethics Project; VPI & SU
	ADDRESS:	102 War Memorial Gym
		Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH

TITLE OF MATERIALS	I Can
DATE OF DEVELOPMENT AND/OR REVISION	September 1973
NAME OF DEVELOPER(S)	Carl Butler, Director

SUBJECT OF MATERIAL: ☐ Pride in Good Workmanship ☒ Realistic Self-Image ☒ Why Work ☒ Getting and Holding a Job ☐ Ethical Conduct ☐ Job Satisfaction ☐ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL: ☐ Hardcopy _____ Pages (no.) ☒ Paper Bound 77 Pages (no.) ☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size ☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm) ☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No ☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE: ☒ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE: ☐ Pre-K thru 3 ☐ 4-6 ☒ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☒ Teacher ☒ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator ( ) pre-service (x) in-service ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other _____ (Indicate)

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STIPULATIONS _____

PROVISIONS FOR ACQUIRING MATERIALS: _____

☐ Purchase (Unit cost $_____) ☐ Rent (Unit Cost $_____) ☒ Free

Other–Explain: _____

TO ORDER, PLEASE CONTACT: Mr. Carl W. Butler, Division of Program Services, Bureau of Vocational Education, Department of Educational and Cultural Services, State House, Augusta, Maine 04330

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

This booklet is a first attempt at creating a "Teachers' trading center," if you will,of practical classroom alternatives for working with students. Its purpose is to help teachers motivate the disadvantaged, but it could be valuable in working with all youngsters.

This publication is a part of the involving design for teaching and learning in vocational education. Presented by the State Department of Educational & Cultural Services, Augusta, Maine, it is proposed as a central framework upon which teachers might build a plan for learning. It is not intended as a step-by-step curriculum guide, but rather as an idea booklet whereby teachers may gain some insight into helping disadvantaged students build confidence while preparing for today's work world.

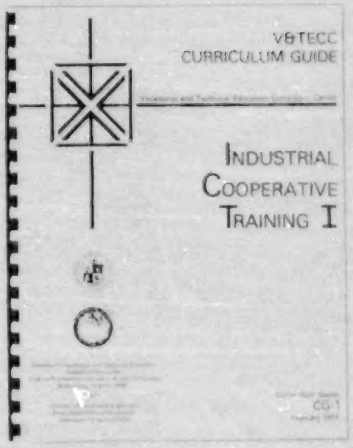
Maine teachers who have had experience with pupils who don't quite fit the pattern were asked for their prescriptions for success. Some of them are included here -- just as the teachers might jot them down for their own planning.

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT		
	NAME:	Dr. Charles W. Ryan
	AGENCY:	Bureau of Vocational Education, Dept. of Educational & Cultural Services
	ADDRESS:	Augusta, Main 04330
		PHONE: 289-2621

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH



TITLE OF MATERIALS	Industrial Cooperative Training I Curriculum Guide
DATE OF DEVELOPMENT AND/OR REVISION	1974
NAME OF DEVELOPER(S)	Division of Voc. & Tech. Education, VPI & SU and Virginia State Department of Education

SUBJECT OF MATERIAL:
☐ Pride in Good Workmanship ☐ Realistic Self-Image ☐ Why Work
☒ Getting and Holding a Job ☐ Ethical Conduct ☐ Job Satisfaction
☐ Occupational Choice ☒ Career Advancement ☒ Other

TYPE OF MATERIAL:
☐ Hardcopy _____ Pages (no.)
☒ Paper Bound 429 Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE:
☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE
☐ Pre-K thru 3 ☐ 4-6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult
☒ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE:
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PROVISIONS FOR ACQUIRING MATERIALS: _____

☒ Purchase (Unit cost $ 5.00) ☐ Rent (Unit Cost $_____) ☐ Free

Other–Explain: Single copies available

TO ORDER, PLEASE CONTACT: Harry Smith, Director of Public Information and Publications, State Department of Education, P. O. Box 6-Q, Richmond, Virginia 23216

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

The primary purpose of this guide is to present certain basic sample lesson plans for ICT Coordinators. In the development of this guide during the summers of 1972 and 1973 at Virginia Polytechnic Institute and State University, attention was centered on fostering cooperative training and behavioral objectives were delineated for the generally related study aspect of ICT. The sample lessons contained in this guide are only suggestive and not designed as a course of study to be followed rigidly. The guide does offer suggestions for objectives, content and methods in teaching generally related study. A great variety of professionally prepared transparency master pages are included. Each lesson contains an extensive list of references and films. Included among the 31 lessons in this document are lessons on application procedures, interviewing for a job, and employer--employee relationships.

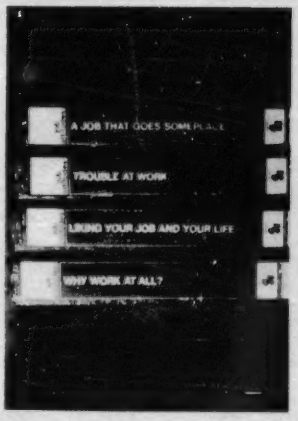
Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT

NAME:	Donald E. Elson
AGENCY:	Division of Vocational and Technical Education
ADDRESS:	Virginia Polytechnic Institute and State University
	Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH



TITLE OF MATERIALS	Job Attitudes
DATE OF DEVELOPMENT AND/OR REVISION	1970
NAME OF DEVELOPER(S)	Guidance Associates

SUBJECT OF MATERIAL: ☐ Pride in Good Workmanship ☐ Realistic Self-Image ☐ Why Work
☐ Getting and Holding a Job ☒ Ethical Conduct ☐ Job Satisfaction
☐ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL: ☐ Hardcopy _____ Pages (no.)
☐ Paper Bound _____ Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☒ Slides and Film Strips ( ) B & W (x) Color; Audio: (x)Yes ( )No
☒ Audio Tapes ( ) Reel ( ) Cassette (x) Records

INTENDED AUDIENCE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE: ☐ Pre-K thru 3 ☐ 4-6 ☒ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult
☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator ( ) pre-service ( ) in-service
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☐ Other _____ (Indicate)

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PROVISIONS FOR ACQUIRING MATERIALS: _____

☒ Purchase (Unit cost $ 169.50) ☐ Rent (Unit Cost $_____) ☐ Free

Other—Explain: See unit breakdown in descriptive abstract

TO ORDER, PLEASE CONTACT: Guidance Associates, 41 Washington Avenue, Pleasantville, New York 10570

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

This series on job attitudes by Guidance Associates consists of the following sets of materials which would need to be purchased individually:

1. A job that goes someplace, $37.50;
2. Trouble at work, $37.50;
3. Liking your job and your life, $37.50;
4. Why work at all, $19.50; and
5. On the job: four trainees, $37.50.

The first two sets contain two filmstrips and records, the third and fifth sets contain four filmstrips and records and the fourth set contains one filmstrip with a record.

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT		
	NAME:	Charles Curry, Project Director
	AGENCY:	Work Ethics Project; VPI & SU
	ADDRESS:	102 War Memorial Gym
		Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH

TITLE OF MATERIALS	Job Finding Kit
DATE OF DEVELOPMENT AND/OR REVISION	Current
NAME OF DEVELOPER(S)	Arnold A. Hirsekorn, Employment Security Department, 4th Edition Revised by Coordinating Council for Occupational Education, State of Washington

SUBJECT OF MATERIAL:
☐ Pride in Good Workmanship ☐ Realistic Self-Image ☐ Why Work
☒ Getting and Holding a Job ☐ Ethical Conduct ☐ Job Satisfaction
☐ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL:
☐ Hardcopy _____ Pages (no.)
☒ Paper Bound 34 Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE
☐ Pre-K thru 3 ☐ 4-6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult
☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE:
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STIPULATIONS _____

PROVISIONS FOR ACQUIRING MATERIALS: Information not provided

☐ Purchase (Unit cost $_____) ☐ Rent (Unit Cost $_____) ☐ Free

Other—Explain: _____

TO ORDER, PLEASE CONTACT: Coordinating Council for Occupational Education, Washington State

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

This booklet provides a step-by-step approach to finding a job. Topics covered are:

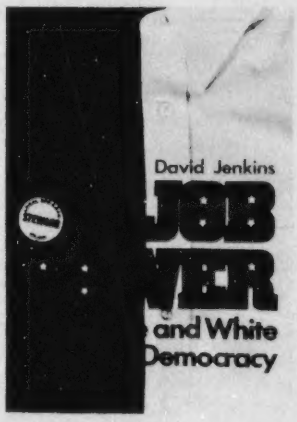
1. Letter of application;
2. Resume;
3. Cover letter for resume;
4. Sources of job information;
5. Job interview;
6. Questions frequently asked during the employment interview;
7. The General Educational Development Test (GED); and
8. The certification of educational competence and high school completion.

Sample forms of resume and letters are included.

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT		
	NAME:	Brenda Carr, Laboratory Assistant
	AGENCY:	Work Ethics Project; VPI & SU
	ADDRESS:	102 War Memorial Gym
		Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC
INSTRUCTIONAL MATERIALS SEARCH



TITLE OF MATERIALS	Job Power Blue and White Collar Democracy
DATE OF DEVELOPMENT AND/OR REVISION	1973
NAME OF DEVELOPER(S)	David Jenkins

SUBJECT OF MATERIAL:
☐ Pride in Good Workmanship ☐ Realistic Self-Image ☒ Why Work
☐ Getting and Holding a Job ☒ Ethical Conduct ☒ Job Satisfaction
☐ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL:
☒ Hardcopy 375 Pages (no.)
☐ Paper Bound _____ Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE
☐ Pre-K thru 3 ☐ 4-6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult
☒ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE:
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☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel
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IS MATERIAL COPYRIGHTED? ☒ Yes ☐ No

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PROVISIONS FOR ACQUIRING MATERIALS:
☒ Purchase (Unit cost $ 8.95) ☐ Rent (Unit Cost $_____) ☐ Free
Other–Explain: _____

TO ORDER, PLEASE CONTACT: Doubleday & Company, Inc., Garden City, New York

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

"This book is about industrial democracy. It is more than that: it is a revolution - the abolition of petty office and shop - floor autocrats, management dictators and meaningless work rules, the transformation of work from a kind of punishment into a source of genuine human satisfaction."

The author examines work in other nations: the spirit of the kibbutz in Israel; the Titoist self-management in Yugoslavia; social reform through codetermination in West Germany; the elusive participation in France; the promise of Britain; and the model established by Scandinavia.

"Some remarkable democratization moves at major United States companies such as General Foods and Proctor & Gamble" are viewed and discussed as changes in the work ethic."

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT

NAME:	Brenda Carr, Laboratory Assistant
AGENCY:	Work Ethics Project; VPI & SU
ADDRESS:	102 War Memorial Gym
	Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH

TITLE OF MATERIALS	The Job You Want - How To Get It
DATE OF DEVELOPMENT AND/OR REVISION	1975
NAME OF DEVELOPER(S)	Walter L. Blackledge Ethel L. Blackledge Helen J. Keily

SUBJECT OF MATERIAL:
☐ Pride in Good Workmanship ☐ Realistic Self-Image ☐ Why Work
☒ Getting and Holding a Job ☐ Ethical Conduct ☐ Job Satisfaction
☐ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL:
☐ Hardcopy _____ Pages (no.)
☒ Paper Bound 92 Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE:
☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE
☐ Pre-K thru 3 ☐ 4-6 ☒ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult
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FOR PROFESSIONAL USE:
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☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel
☐ Other _____ (Indicate)

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STIPULATIONS Information not provided

PROVISIONS FOR ACQUIRING MATERIALS: Information not provided

☐ Purchase (Unit cost $_____) ☐ Rent (Unit Cost $_____) ☐ Free

Other–Explain: _____

TO ORDER, PLEASE CONTACT: South-Western Publishing Company, Cincinnati, Ohio

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

"The Job You Want - How to Get It" is a workbook for student use.

The chapters included in the workbook are:

1. You can get a job;
2. What's your goal;
3. Make your summer profitable;
4. You can sell your abilities;
5. Introduce yourself on paper;
6. Your application form expresses you; and
7. You have an interview - what to do now.

The workbook is prepared in a form which is interesting to the student. Situations which are realistic are developed and the student has an opportunity to answer questions and/or solve problems.

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT		
	NAME:	Brenda Carr, Laboratory Assistant
	AGENCY:	Work Ethics Project; VPI & SU
	ADDRESS:	102 War Memorial Gym
		Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC
INSTRUCTIONAL MATERIALS SEARCH

TITLE OF MATERIALS	Knowledge Needed to Obtain Work(KNOW) Teacher Counselor Guide
DATE OF DEVELOPMENT AND/OR REVISION	1973
NAME OF DEVELOPER(S)	Thomas J. Jacobson

SUBJECT OF MATERIAL: ☐ Pride in Good Workmanship ☐ Realistic Self-Image ☐ Why Work
☒ Getting and Holding a Job ☐ Ethical Conduct ☐ Job Satisfaction
☒ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL: ☒ Hardcopy 65+ Pages (no.) Includes transparencies
☐ Paper Bound _____ Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other ____ (Indicate)

TARGET LEVEL OF AUDIENCE: ☐ Pre-K thru 3 ☐ 4-6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☒ Adult
☒ Teacher ☒ Teacher Educator ☐ Administrator ☒ Other Counselor

FOR PROFESSIONAL USE: ☐ Teacher Educator ( ) pre-service ( ) in-service
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel
☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☐ No

IS MATERIAL COPYRIGHTED? ☒ Yes ☐ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☒ No

STIPULATIONS _____

PROVISIONS FOR ACQUIRING MATERIALS: _____

☒ Purchase (Unit cost $ 50.00) ☐ Rent (Unit Cost $_____) ☐ Free

Other–Explain: Available in Spanish - school price

TO ORDER, PLEASE CONTACT: Science Research Associates, Inc., Chicago, Illinois

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

This teacher and counselor guide would be excellent for group instruction in the areas of occupational choice and getting and holding a job. Transparencies are provided for visual instruction by a teacher or counselor that would permit a student to zero in on his or her career interests and goals.

Specific emphasis is placed on job applications, interviewing, and procedures involved in landing a job.

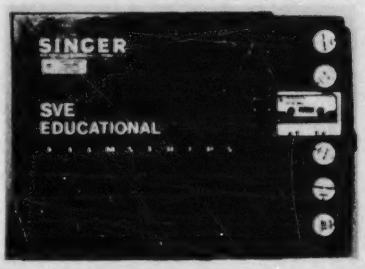
Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT

NAME:	Charles Curry, Project Director
AGENCY:	Work Ethics Project; VPI & SU
ADDRESS:	102 War Memorial Gym
	Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC
INSTRUCTIONAL MATERIALS SEARCH

TITLE OF MATERIALS	Learning About Me
DATE OF DEVELOPMENT AND/OR REVISION	Current
NAME OF DEVELOPER(S)	SVE Educational Filmstrips



SUBJECT OF MATERIAL: ☐ Pride in Good Workmanship ☒ Realistic Self-Image ☐ Why Work ☐ Getting and Holding a Job ☐ Ethical Conduct ☐ Job Satisfaction ☐ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL: ☐ Hardcopy _____ Pages (no.)
☐ Paper Bound _____ Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☒ Slides and Film Strips ( ) B & W (x) Color; Audio: (x)Yes ( )No
☒ Audio Tapes ( ) Reel (x) Cassette

INTENDED AUDIENCE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE ☒ Pre-K thru 3 ☒ 4-6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult
☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator ( ) pre-service ( ) in-service
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel
☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☐ No

IS MATERIAL COPYRIGHTED? ☒ Yes ☐ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

STIPULATIONS Information not provided

PROVISIONS FOR ACQUIRING MATERIALS: _____

☒ Purchase (Unit cost $ 74.50) ☐ Rent (Unit Cost $_____) ☐ Free

Other—Explain: _____

TO ORDER, PLEASE CONTACT: Robert V. House, Singer/SVE, 1738 Monticello Street, Petersburg, Virginia 23803

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

This series of filmstrips titled "Learning About Me," is designed to develop the student's self-concept. It is divided into the following five sections: Different shapes; First step; I'm new here; Borrowed friendship; and I'm the boss.

The filmstrips are open-ended and provide teachers with an audio and visual tool for exploring self-concept development with their students.

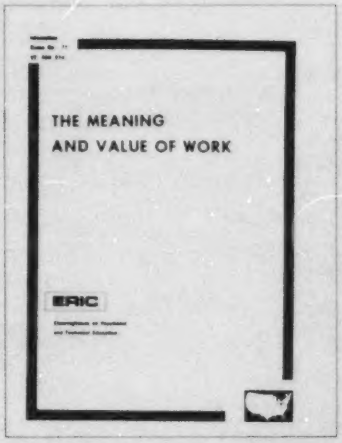
A teacher's manual is included which lists a series of discussion questions and role playing activities for each filmstrip.

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT

NAME:	Charles Curry, Project Director
AGENCY:	Work Ethics Project; VPI & SU
ADDRESS:	102 War Memorial Gym
	Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC
INSTRUCTIONAL MATERIALS SEARCH



TITLE OF MATERIALS	The Meaning and Value of Work
DATE OF DEVELOPMENT AND/OR REVISION	1973
NAME OF DEVELOPER(S)	H. C. Kazanas, G. E. Baker, F. M. Miller, L. D. Hannah

SUBJECT OF MATERIAL:
☐ Pride in Good Workmanship ☐ Realistic Self-Image ☐ Why Work
☐ Getting and Holding a Job ☒ Ethical Conduct ☒ Job Satisfaction
☐ Occupational Choice ☐ Career Advancement ☒ Other

TYPE OF MATERIAL:
☐ Hardcopy _____ Pages (no.)
☒ Paper Bound 84 Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE
☐ Pre-K thru 3 ☐ 4-6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult
☐ Teacher ☒ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE:
☒ Teacher Educator (x) pre-service (x) in-service
☒ State Personnel ☒ Local Administrators ☒ Guidance Personnel
☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☒ No

IS MATERIAL COPYRIGHTED? ☐ Yes ☒ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

STIPULATIONS _____

PROVISIONS FOR ACQUIRING MATERIALS: _____

☒ Purchase (Unit cost $ 5.00) ☐ Rent (Unit Cost $_____) ☐ Free

Other—Explain: _____

TO ORDER, PLEASE CONTACT: Product Utilization, Center for Vocational Education, 1900 Kenny Road, Columbus, Ohio 43210

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

The Meaning and Value of Work reviews the sociological evolution of attitudes toward the meaning and value of work and categorizes and synthesizes those investigations that reflect major influence upon attitudinal changes toward work. This publication could be described as a "state of the art" for the American work ethic.

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT		
	NAME:	Dessie D. Page, Product Utilization
	AGENCY:	Center for Vocational Education
	ADDRESS:	1900 Kenny Road
		Columbus, OH 43210 PHONE: 486-3655

WORK ETHIC
INSTRUCTIONAL MATERIALS SEARCH

TITLE OF MATERIALS	A Methodology to Assess the Content and Structure of Affective and Descriptive Meanings Associated with the Work Environment
DATE OF DEVELOPMENT AND/OR REVISION	1974
NAME OF DEVELOPER(S)	Duane W. Essex Cheng C. Liu

SUBJECT OF MATERIAL:
☐ Pride in Good Workmanship ☐ Realistic Self-Image ☐ Why Work
☐ Getting and Holding a Job ☒ Ethical Conduct ☐ Job Satisfaction
☐ Occupational Choice ☐ Career Advancement ☒ Other

TYPE OF MATERIAL:
☐ Hardcopy _____ Pages (no.)
☒ Paper Bound 157 Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE
☐ Pre-K thru 3 ☐ 4-6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult
☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE:
☒ Teacher Educator ( ) pre-service ( ) in-service
☒ State Personnel ☒ Local Administrators ☐ Guidance Personnel
☒ Other Researcher (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☒ Yes ☐ No

IS MATERIAL COPYRIGHTED? ☐ Yes ☒ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

STIPULATIONS _____

PROVISIONS FOR ACQUIRING MATERIALS: _____

☒ Purchase (Unit cost $_____) ☐ Rent (Unit Cost $_____) ☐ Free

Other—Explain: Cost not provided

TO ORDER, PLEASE CONTACT: Superintendent of Documents, U. S. Government Printing Office, Washington, D. C. 20402

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

This publication produced at the Center for Vocational Education at The Ohio State University is an exploratory study in the use of word association procedures to assess the affective and descriptive meanings that workers associate with their work environments. This study precedes curriculum guidelines which are now under development which will aid developers of vocational curriculum and occupational training programs to accurately identify occupational requirements.

The methods developed for assessing work-relevant effect should be of particular interest to vocational educators striving to better provide students with the knowledge and skills to cope with the interpersonal, affective dimensions of work.

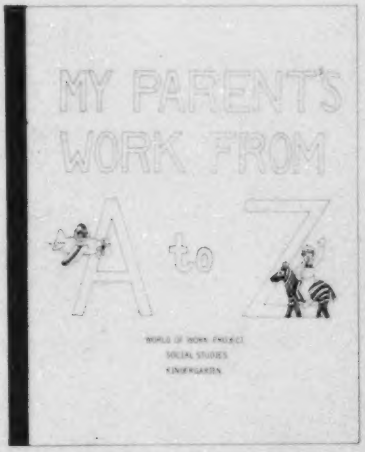
Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT

NAME:	Charles Curry, Project Director
AGENCY:	Work Ethics Project; VPI & SU
ADDRESS:	102 War Memorial Gym
	Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH



TITLE OF MATERIALS	My Parent's Work From A to Z
DATE OF DEVELOPMENT AND/OR REVISION	Current Publication
NAME OF DEVELOPER(S)	Dr. Ray D. Warner Occupational Education Program for Children

SUBJECT OF MATERIAL:
☒ Pride in Good Workmanship ☒ Realistic Self-Image ☒ Why Work
☐ Getting and Holding a Job ☐ Ethical Conduct ☒ Job Satisfaction
☒ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL:
☐ Hardcopy _____ Pages (no.)
☒ Paper Bound 58 Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE:
☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE
☒ Pre-K thru 3 ☐ 4-6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult
☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE:
☐ Teacher Educator ( ) pre-service ( ) in-service
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel
☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☒ No

IS MATERIAL COPYRIGHTED? ☐ Yes ☒ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

STIPULATIONS Permission may be requested from the Utah State Department of Public Instructio

PROVISIONS FOR ACQUIRING MATERIALS: Information not provided

☐ Purchase (Unit cost $_____) ☐ Rent (Unit Cost $_____) ☒ Free

Other—Explain: _____

TO ORDER, PLEASE CONTACT: Utah State Department of Public Instruction, Vocational Education Division, 136 East South Temple, Salt Lake City, Utah

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

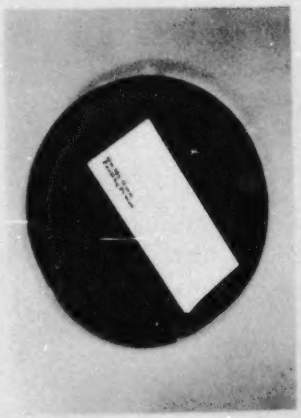
"My Parent's Work From A to Z" stresses the idea that learning to work begins at home. Kindergarten children are also asked the questions "Why does my father and/or mother work?" "What does my father and/or mother do at work?"

Worksheets, plans for a scroll picture viewer, flannel board, art suggestions and stories about occupations are used to tell the story of work.

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT		
	NAME:	Brenda Carr, Laboratory Assistant
	AGENCY:	Work Ethics Project; VPI & SU
	ADDRESS:	102 War Memorial Gym
		Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC
INSTRUCTIONAL MATERIALS SEARCH



TITLE OF MATERIALS	On My Own, Feeling Proud
DATE OF DEVELOPMENT AND/OR REVISION	1972
NAME OF DEVELOPER(S)	Miller Production Incorporated 800 West Avenue/Box 5584 Austin, Texas 78763

SUBJECT OF MATERIAL:
☒ Pride in Good Workmanship ☒ Realistic Self-Image ☐ Why Work
☐ Getting and Holding a Job ☐ Ethical Conduct ☐ Job Satisfaction
☐ Occupational Choice ☐ Career Advancement ☒ Other

TYPE OF MATERIAL:
☐ Hardcopy _____ Pages (no.)
☐ Paper Bound _____ Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☒ Film 15 Minutes (no.) ( ) B & W (x) Color 16 Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE: ☐ Regular ☐ Disadvantaged ☒ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE
☐ Pre-K thru 3 ☐ 4-6 ☒ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult
☒ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE:
☒ Teacher Educator (x) pre-service (x) in-service
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel
☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☒ No

IS MATERIAL COPYRIGHTED? ☒ Yes ☐ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☒ No

STIPULATIONS _____

PROVISIONS FOR ACQUIRING MATERIALS: _____

☒ Purchase (Unit cost $ 125.00) ☐ Rent (Unit Cost $_____) ☒ Free

Other–Explain: Free on loan basis

TO ORDER, PLEASE CONTACT: Resource Center, Texas Education Agency, 201 East 11th Street, Austin, Texas 78701

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

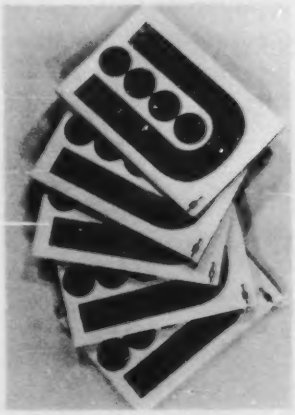
"On My Own, Feeling Proud" deals with occupational education for the handicapped. It is designed to give all people, especially young people, a life of meaningful activity. The film covers three steps including self appraisal, education and placement, and assistance in creating a change in attitude for the viewers, helping them realize the handicapped can assume an important place in our society.

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT		
	NAME:	Resource Center
	AGENCY:	Texas Education Agency
	ADDRESS:	201 East 11th Street
		Austin, Texas 78701 PHONE: 475-3468

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH



TITLE OF MATERIALS	Opportunity Knocks A Series About You, Your Job and Your Future
DATE OF DEVELOPMENT AND/OR REVISION	1968
NAME OF DEVELOPER(S)	Margaret E. Andrews

SUBJECT OF MATERIAL: ☒ Pride in Good Workmanship ☒ Realistic Self-Image ☐ Why Work
☒ Getting and Holding a Job ☒ Ethical Conduct ☐ Job Satisfaction
☒ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL: ☐ Hardcopy _____ Pages (no.)
☒ Paper Bound 150 Pages (no.) per book (approximately)
☐ Video Tape ___ ___ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE ☐ Pre-K thru 3 ☐ 4-6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult
☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator ( ) pre-service ( ) in-service
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel
☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☒ No

IS MATERIAL COPYRIGHTED? ☒ Yes ☐ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

STIPULATIONS All rights reserved

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 1.96) ☐ Rent (Unit Cost $_____) ☐ Free

Other–Explain: cost per book

TO ORDER, PLEASE CONTACT: Gregg Division, McGraw-Hill Book Company, New York, New York

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

Opportunity Knocks is a series about you, your job, and your future. The series strives to help the student develop the most of himself/herself and the life he/she will be leading.

There are 6 books in the series. Each book deals with one of the following topics:

1. The jobs you want;
2. About her;
3. About him;
4. You said it;
5. You pay for it; and
6. It's up to you.

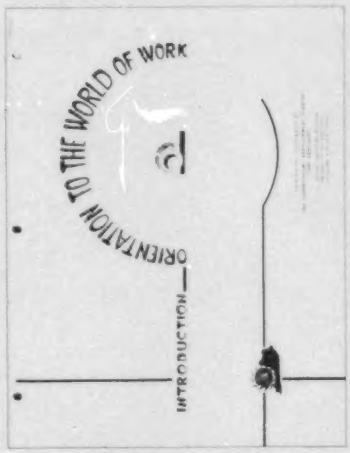
Examples, stories, drawing and pictures help make the series meaningful and interesting to the student.

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT		
	NAME:	Brenda Carr, Laboratory Assistant
	AGENCY:	Work Ethics Project; VPI & SU
	ADDRESS:	102 War Memorial Gym
		Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH



TITLE OF MATERIALS	Orientation to the World of Work
DATE OF DEVELOPMENT AND/OR REVISION	1972-1974
NAME OF DEVELOPER(S)	Curriculum Development Center University of Kentucky Lexington, Kentucky 40506

SUBJECT OF MATERIAL:
☐ Pride in Good Workmanship ☒ Realistic Self-Image ☐ Why Work
☒ Getting and Holding a Job ☒ Ethical Conduct ☐ Job Satisfaction
☐ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL:
☐ Hardcopy _____ Pages (no.)
☐ Paper Bound _____ Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE:
☒ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE
☐ Pre-K thru 3 ☐ 4-6 ☐ 7-8 ☒ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult
☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE:
☐ Teacher Educator ( ) pre-service ( ) in-service
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel
☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☒ Yes ☐ No

IS MATERIAL COPYRIGHTED? ☒ Yes ☐ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

STIPULATIONS _____

PROVISIONS FOR ACQUIRING MATERIALS: _____

☒ Purchase (Unit cost $ 30.00) ☐ Rent (Unit Cost $_____) ☐ Free

Other–Explain: Cost breakdown in descriptive abstract

TO ORDER, PLEASE CONTACT: Resource Center, 151 Education Building, University of Kentucky, Lexington, Kentucky 40506

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

Units of study in the Orientation to the World of Work are:

1. Introduction -- Orientation to the world of work, $2.00;
2. The role of work in our society, $2.50;
3. Self-appraisal for employment, $2.50;
4. Personal development, $3.00;
5. Learning about job clusters, $5.00;
6. Getting a job, $3.00;
7. Handling your paycheck, $2.00;
8. Taxes affecting the worker, $2.50;
9. Occupational safety, $3.50;
10. Using the Telephone & Transparency Masters, $2.00; and
11. Teacher's handbook, $2.00.

In this unit, "emphasis is given to concepts of self-analysis, self-improvement, goal setting, selecting a career and succeeding in it, being a better informed consumer, and functioning as an informed citizen. Basic, remedial and vocationally related instruction in math and language skills are also incorporated to provide the disadvantaged/handicapped students with the background needed to succeed in regular vocational programs."

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT		
	NAME:	Brenda Carr, Laboratory Assistant
	AGENCY:	Work Ethics Project; VPI & SU
	ADDRESS:	102 War Memorial Gym
		Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH

TITLE OF MATERIALS	Our Working World Families
DATE OF DEVELOPMENT AND/OR REVISION	1973
NAME OF DEVELOPER(S)	Lawrence Senesh

SUBJECT OF MATERIAL:
☒ Pride in Good Workmanship ☒ Realistic Self-Image ☒ Why Work
☐ Getting and Holding a Job ☐ Ethical Conduct ☐ Job Satisfaction
☐ Occupational Choice ☐ Career Advancement ☒ Other

TYPE OF MATERIAL:
☒ Hardcopy 160 Pages (no.)
☐ Paper Bound _____ Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE:
☒ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE
☒ Pre-K thru 3 ☐ 4-6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult
☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE:
☐ Teacher Educator ( ) pre-service ( ) in-service
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel
☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☒ No

IS MATERIAL COPYRIGHTED? ☒ Yes ☐ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

STIPULATIONS Information not provided

PROVISIONS FOR ACQUIRING MATERIALS: _____

☒ Purchase (Unit cost $ 3.60) ☐ Rent (Unit Cost $_____) ☐ Free

Other–Explain: School price

TO ORDER, PLEASE CONTACT: Science Research Associates, Inc., Chicago, Illinois

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

Our Working World Families is a very colorful and picturesque book directed at the lower elementary grade level. Students reading and looking at pictures will get a very good approach to the "world of work."

Professional, service, technical and labor type jobs are pictured and described. The student is encouraged to examine himself to see where he fits into the working world.

This publication should encourage positive self-concept development for all children as it pictures and describes the economically disadvantaged as well as the middle class and the affluent.

This book is part of a basal textbook series in social studies.

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT		
	NAME:	Charles Curry, Project Director
	AGENCY:	Work Ethics Project; VPI & SU
	ADDRESS:	102 War Memorial Gym
		Blacksburg, VA 24061 PHONE: 9 1-6836

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WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH

TITLE OF MATERIALS	Personal Development for Girls and Answer Book
DATE OF DEVELOPMENT AND/OR REVISION	July 1972
NAME OF DEVELOPER(S)	Instructional Materials Lab, D E Department, Division of Extension, The University of Texas

SUBJECT OF MATERIAL: ☐ Pride in Good Workmanship ☒ Realistic Self-Image ☐ Why Work
☐ Getting and Holding a Job ☒ Ethical Conduct ☐ Job Satisfaction
☐ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL: ☐ Hardcopy _____ Pages (no.)
☒ Paper Bound 146 Pages (no.) Answer Book 44 Pages
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE: ☒ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE: ☐ Pre-K thru 3 ☐ 4-6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult
☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator ( ) pre-service ( ) in-service
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel
☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☒ No

IS MATERIAL COPYRIGHTED? ☐ Yes ☒ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

STIPULATIONS _____

PROVISIONS FOR ACQUIRING MATERIALS: _____

☒ Purchase (Unit cost $ 6.00) ☐ Rent (Unit Cost $_____) ☐ Free

Other–Explain: $4.00 Personal Development for Girls; $2.00 Answer Book

TO ORDER, PLEASE CONTACT: Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

Personal Development for Girls was developed for girls in distributive education with personal problems. "Distributive Education students must continually sell themselves and their services, and this demands development of a pleasing personality, attractive personal appearances, positive attitudes and effective communications." Development of these traits affects the individual's self image.

This booklet helps the individual sell herself with the help of the following units: (1) Developing Personal Health; (2) Developing Personal Appearance; and (3) Personal Skills and Behavior.

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT		
	NAME:	Brenda Carr, Laboratory Assistant
	AGENCY:	Work Ethics Project; VPI & SU
	ADDRESS:	102 War Memorial Gym
		Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH

TITLE OF MATERIALS	Personal Development for Young Men and Answer Book
DATE OF DEVELOPMENT AND/OR REVISION	1974
NAME OF DEVELOPER(S)	Instructional Materials Lab, D E Department, Division of Extension, The University of Texas

SUBJECT OF MATERIAL: ☐ Pride in Good Workmanship ☒ Realistic Self-Image ☐ Why Work
☐ Getting and Holding a Job ☒ Ethical Conduct ☐ Job Satisfaction
☐ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL: ☐ Hardcopy _____ Pages (no.)
☒ Paper Bound 119 Pages (no.) Answer Book 46 Pages
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE: ☒ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE ☐ Pre-K thru 3 ☐ 4-6 ☒ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult
☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator ( ) pre-service ( ) in-service
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel
☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☒ No

IS MATERIAL COPYRIGHTED? ☐ Yes ☒ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

STIPULATIONS _____

PROVISIONS FOR ACQUIRING MATERIALS: _____

☒ Purchase (Unit cost $ 6.00) ☐ Rent (Unit Cost $_____) ☐ Free

Other–Explain: $4.00 Personal Development for Young Men; $2.00 Answer Book

TO ORDER, PLEASE CONTACT: Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

Personal Development for Young Men is a distributive education manual designed to use as an aid in developing the physical appearance of the prospective employee. This publication has one major section designed to develop an individual's personality. This study guide is based on the assumption that how we look, feel and act affects the way we perform on the job.

At the end of each chapter there are study questions and projects for student application of the materials. The teacher of any subject area could implement these materials into their teaching calendar.

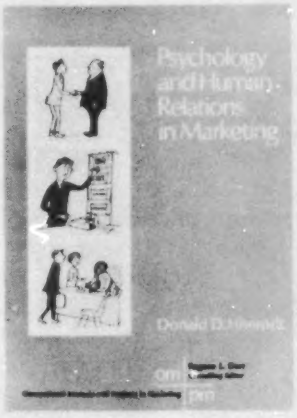
Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT

NAME:	Charles Curry, Project Director
AGENCY:	Work Ethics Project; VPI & SU
ADDRESS:	102 War Memorial Gym
	Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH



TITLE OF MATERIALS	Psychology and Human Relations in Marketing
DATE OF DEVELOPMENT AND/OR REVISION	1969
NAME OF DEVELOPER(S)	Donald D. Hiserodt

SUBJECT OF MATERIAL: ☐ Pride in Good Workmanship ☐ Realistic Self-Image ☐ Why Work ☐ Getting and Holding a Job ☐ Ethical Conduct ☐ Job Satisfaction ☐ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL: ☐ Hardcopy _____ Pages (no.)
☒ Paper Bound 108 Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE: ☐ Pre-K thru 3 ☐ 4-6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator ( ) pre-service ( ) in-service ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other _____ (Indicate)

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IS MATERIAL COPYRIGHTED? ☒ Yes ☐ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

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PROVISIONS FOR ACQUIRING MATERIALS: _____

☒ Purchase (Unit cost $ 2.80) ☐ Rent (Unit Cost $_____) ☐ Free

Other–Explain: _____

TO ORDER, PLEASE CONTACT: Gregg Division, McGraw-Hill Book Company, New York, New York

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

"The distributive worker must possess basic skills and have a thorough knowledge of the fundamentals of our free enterprise economic system. He must be able to carry out the various marketing functions, and he must be familiar with the technology or specialty revolving around a product or service. But man's work is not solely with data and equipment. To succeed, he must possess an additional fundamental competency - the social skills."

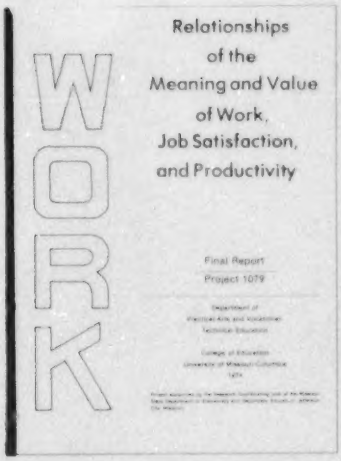
Psychology and Human Relations in Marketing is designed as a workbook which is effective in getting the student involved in developing these social skills needed for marketing. Real life situations and drawing create interest in marketing and human relations.

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT		
	NAME:	Brenda Carr, Laboratory Assistant
	AGENCY:	Work Ethics Project; VPI & SU
	ADDRESS:	102 War Memorial Gym
		Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH



TITLE OF MATERIALS	Relationships of the Meaning and Value of Work, Job Satisfaction, and Productivity
DATE OF DEVELOPMENT AND/OR REVISION	1974
NAME OF DEVELOPER(S)	H. C. Kazahas T. G. Gregor L. D. Hannah

SUBJECT OF MATERIAL: ☒ Pride in Good Workmanship ☐ Realistic Self-Image ☒ Why Work ☐ Getting and Holding a Job ☐ Ethical Conduct ☒ Job Satisfaction ☐ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL: ☐ Hardcopy _____ Pages (no.) ☒ Paper Bound 137 Pages (no.) ☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size ☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm) ☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No ☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE: ☐ Pre-K thru 3 ☐ 4-6 ☐ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult ☒ Teacher ☒ Teacher Educator ☒ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (x) pre-service (x) in-service ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☒ Yes ☐ No

IS MATERIAL COPYRIGHTED? ☐ Yes ☒ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

STIPULATIONS _____

PROVISIONS FOR ACQUIRING MATERIALS: Information not provided

☐ Purchase (Unit cost $_____) ☐ Rent (Unit Cost $_____) ☐ Free

Other—Explain: _____

TO ORDER, PLEASE CONTACT: Research Coordinating Unit, State Department of Education, Jefferson Building, Jefferson City, Missouri 65101

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

This publication includes the results of an extensive research project conducted in 1974 to determine the relationship between the meaning and value of work, job satisfaction and productivity.

The long list of conclusions resulting from this project indicates the extreme importance of work values in job satisfaction and productivity. Recommendations include: (1) students work value orientation should be utilized instead of their perceptions of the meaning of work in diagnostic counseling situations; (2) work values should be given special consideration in helping 12th grade students understand themselves; (3) educational and business communities need to more fully understand the dynamic work process and move toward restructuring the work role; and (4) educators responsible for the vocational training of students should consider the affective orientations toward the meaning of work held by the students.

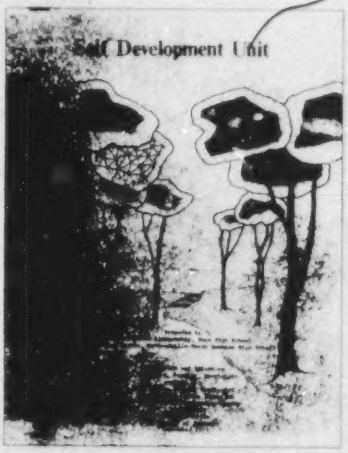
Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT

NAME:	Charles Curry, Project Director
AGENCY:	Work Ethics Project; VPI & SU
ADDRESS:	102 War Memorial Gym
	Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH



TITLE OF MATERIALS	Self Development Unit
DATE OF DEVELOPMENT AND/OR REVISION	September 1973
NAME OF DEVELOPER(S)	Writers: Mrs. C. Blankenship, Mrs. R. Mickle; Coordinator: Mrs. J. Parsley, Revised by Mrs. M. Keeton

SUBJECT OF MATERIAL:
☐ Pride in Good Workmanship ☒ Realistic Self-Image ☐ Why Work
☐ Getting and Holding a Job ☒ Ethical Conduct ☐ Job Satisfaction
☐ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL:
☐ Hardcopy _____ Pages (no.)
☒ Paper Bound 36 Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE: ☐ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE
☐ Pre K thru 3 ☐ 4-6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult
☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE:
☐ Teacher Educator ( ) pre-service ( ) in-service
☐ State Personnel ☐ Local Administrators ☒ Guidance Personnel
☒ Other Teacher of Business and Office Education

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☒ No

IS MATERIAL COPYRIGHTED? ☐ Yes ☒ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

STIPULATIONS _____

PROVISIONS FOR ACQUIRING MATERIALS: _____

☒ Purchase (Unit cost $ 2.00) ☐ Rent (Unit Cost $_____) ☐ Free

Other–Explain: _____

TO ORDER, PLEASE CONTACT: Mrs. Martha Keeton, Curriculum Specialist, Curriculum Development Center, University of Kentucky, Lexington, KY 40506

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

This booklet deals with personal development for the disadvantaged. Its goal is to assist the student who has not had the economic home environment with knowledge of personal, social and business trends.

This publication includes:

General References;
Visual References; and
Student Worksheets.

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT

NAME:	Brenda Carr, Laboratory Assistant
AGENCY:	Work Ethics Project; VPI & SU
ADDRESS:	102 War Memorial Gym
	Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH

TITLE OF MATERIALS	Self Discovery
DATE OF DEVELOPMENT AND/OR REVISION	1970-1974
NAME OF DEVELOPER(S)	Oklahoma State University

SUBJECT OF MATERIAL: ☐ Pride in Good Workmanship ☒ Realistic Self-Image ☐ Why Work ☐ Getting and Holding a Job ☐ Ethical Conduct ☐ Job Satisfaction ☒ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL: ☐ Hardcopy _____ Pages (no.) ☒ Paper Bound 19 Pages (no.) ☒ Video Tape 15-25 Minutes (no.) (x) B & W ( ) Color ½" Size ☐ Film _____ Minutes (no.) ( ) B & W ( ) Color _____ Size (mm) ☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No ☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE: ☒ Regular ☒ Disadvantaged ☒ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE ☐ Pre-K thru 3 ☐ 4-6 ☒ 7-8 ☒ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult ☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator ( ) pre-service ( ) in-service ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☒ No

IS MATERIAL COPYRIGHTED? ☒ Yes ☐ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

STIPULATIONS Information not provided

PROVISION FOR ACQUIRING MATERIALS: _____

☐ Purchase (Unit cost $_____) ☐ Rent (Unit Cost $_____) ☐ Free

Other–Explain: _____

TO ORDER, PLEASE CONTACT: Oklahoma State Department of Education, Curriculum Materials Center, Stillwater, Oklahoma 74074

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

Self Discovery is designed to help the student recognize and list his interests, skills, experiences and how he gets along with other people in relation to occupations, mainly agricultural occupations.

Instructional materials provided in the unit include:

A. Information Sheets;
B. Assignment Sheets;
   1. Vocational agriculture interests inventory,
   2. Personality self-rating scale,
   3. Interests, experiences and other characteristics,
   4. Autobiography,
   5. Comparing characteristics,
   6. Associate previously identified characteristics while looking into occupational areas for employment;
C. Evaluation of Assignment #2
D. Test; and
E. Answer Sheet for Tests.

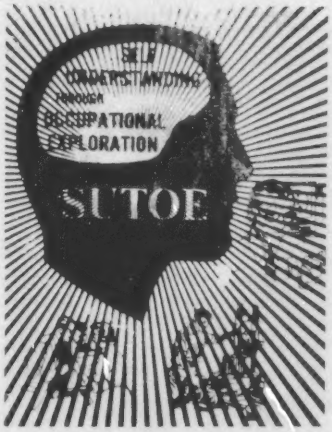
Reference materials are also included.

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT		
	NAME:	Brenda Carr, Laboratory Assistant
	AGENCY:	Work Ethics Project, VPI & SU
	ADDRESS:	103 War Memorial Gym
		Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH



TITLE OF MATERIALS	Self Understanding Through Occupational Exploration (SUTOE)
DATE OF DEVELOPMENT AND/OR REVISION	1971
NAME OF DEVELOPER(S)	Oregon Board of Education Division of Community Colleges and Vocational Education

SUBJECT OF MATERIAL: ☐ Pride in Good Workmanship ☒ Realistic Self-Image ☐ Why Work
☐ Getting and Holding a Job ☐ Ethical Conduct ☐ Job Satisfaction
☒ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL: ☐ Hardcopy _____ Pages (no.)
☒ Paper Bound 183 Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes . ( ) Reel ( ) Cassette

INTENDED AUDIENCE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE: ☐ Pre-K thru 3 ☐ 4-6 ☒ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult
☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator ( ) pre-service ( ) in-service
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel
☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☒ No

IS MATERIAL COPYRIGHTED? ☐ Yes ☒ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

STIPULATIONS _____

PROVISIONS FOR ACQUIRING MATERIALS: _____

☐ Purchase (Unit cost $_____) ☐ Rent (Unit Cost $_____) ☐ Free

Other—Explain: Information not provided

TO ORDER, PLEASE CONTACT: Superintendent of Public Instruction, Oregon Board of Education, Salem, Oregon 97310

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

The "Self Understanding Through Occupational Exploration" course is designed to develop the students self image and prepare him or her to make career and life decisions. It is thought by the developers of this course that it will eliminate further talk of vocational versus academic or college prep education.

This publication contains a series of units lasting 36 weeks and taking a student from self-appraisal and self-understanding through exploring jobs, the course is designed for the junior high school level.

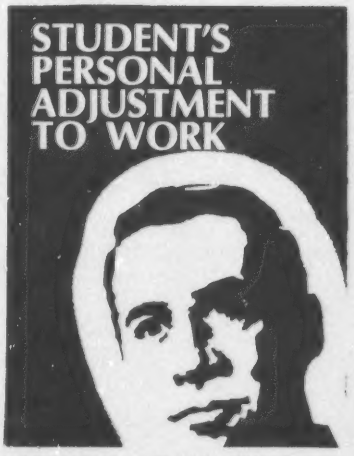
Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT

NAME:	Charles Curry, Project Director
AGENCY:	Work Ethics Project; VPI & SU
ADDRESS:	102 War Memorial Gym
	Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH



TITLE OF MATERIALS	Student's Personal Adjustment to Work
DATE OF DEVELOPMENT AND/OR REVISION	Revised 1973
NAME OF DEVELOPER(S)	L. A. Grimes

SUBJECT OF MATERIAL: ☒ Pride in Good Workmanship ☒ Realistic Self-Image ☒ Why Work
☒ Getting and Holding a Job ☒ Ethical Conduct ☒ Job Satisfaction
☒ Occupational Choice ☒ Career Advancement ☐ Other

TYPE OF MATERIAL: ☐ Hardcopy _____ Pages (no.)
☒ Paper Bound 324 Pages (no.) Includes 53 transparencies
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE: ☐ Pre-K thru 3 ☐ 4-6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult
☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (x) pre-service (x) in-service
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel
☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☒ No

IS MATERIAL COPYRIGHTED? ☒ Yes ☐ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☒ Yes ☐ No

STIPULATIONS By teacher for student use - not for resale

PROVISIONS FOR ACQUIRING MATERIALS: _____

☒ Purchase (Unit cost $ 12.95) ☐ Rent (Unit Cost $_____) ☐ F

Other—Explain: _____

TO ORDER, PLEASE CONTACT: Instructional Materials, Division of Extension, The University of Texas, Austin, Texas 78712

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

Student's Personal Adjustment to Work is a valuable classroom tool for the cooperative and trade and industrial teacher. Special information for the teacher includes the use of group discussions, audiovisual equipment, lesson plans, and public relations. Lesson topics for the student include safety, job application, job attitudes and relations, personal traits, money and banking, and school and civic responsibilities. Fifty-three transparencies accompany the text and may be used to strengthen class discussions.

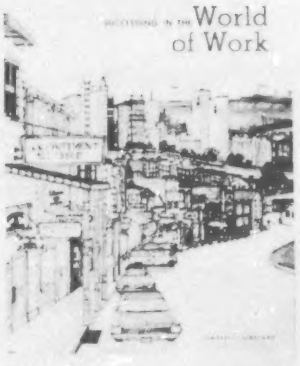
Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT

NAME:	Robert S. Patterson
AGENCY:	Texas Education Agency
ADDRESS:	201 East 11th Street
	Austin, Texas 78701 PHONE: 475-4591

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH



TITLE OF MATERIALS	Succeeding in the World of Work
DATE OF DEVELOPMENT AND/OR REVISION	1970
NAME OF DEVELOPER(S)	Grady Kimbrell Ben S. Vineyard

SUBJECT OF MATERIAL:
☐ Pride in Good Workmanship ☒ Realistic Self-Image ☐ Why Work
☒ Getting and Holding a Job ☒ Ethical Conduct ☐ Job Satisfaction
☒ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL:
☒ Hardcopy 484 Pages (no.)
☐ Paper Bound _____ Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE
☐ Pre-K thru 3 ☐ 4-6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult
☒ Teacher ☒ Teacher Educator ☒ Administrator ☐ Other

FOR PROFESSIONAL USE:
☐ Teacher Educator ( ) Pre-service ( ) in-service
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel
☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☒ No

IS MATERIAL COPYRIGHTED? ☒ Yes ☐ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

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PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 9.32) ☐ Rent (Unit Cost $_____) ☐ Free

Other–Explain: _____

TO ORDER, PLEASE CONTACT: McKnight & McKnight Publishing Company, Bloomington, Illinois

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

"In America, the work we do to earn our living determines our way of life. It is the chief factor in our identity as a person. It affects our choice of friends and the way we spend our leisure time. It also provides our cultural boundaries. Work is the central activity around which we plan our lives. Successful work activity is necessary to a mentally healthy person."

Succeeding in the World of Work helps the student develop good attitudes toward work through the following units:

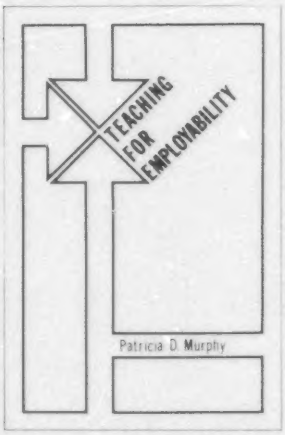
1. You and work;
2. Meeting your adult responsibilities;
3. Meeting future responsibilities.

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT		
	NAME:	Brenda Carr, Laboratory Assistant
	AGENCY:	Work Ethics Project; VPI & SU
	ADDRESS:	102 War Memorial Gym
		Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH



TITLE OF MATERIALS	Teaching for Employability
DATE OF DEVELOPMENT AND/OR REVISION	1972
NAME OF DEVELOPER(S)	Dr. Patricia Murphy

SUBJECT OF MATERIAL:
☒ Pride in Good Workmanship ☐ Realistic Self-Image ☒ Why Work
☒ Getting and Holding a Job ☒ Ethical Conduct ☒ Job Satisfaction
☐ Occupational Choice ☐ Career Advancement ☒ Other

TYPE OF MATERIAL:
☐ Hardcopy _____ Pages (no.)
☒ Paper Bound 22 Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE:
☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other._____ (Indicate)

TARGET LEVEL OF AUDIENCE
☐ Pre-K thru 3 ☐ 4-6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☐ 13-14 ☐ Adult
☒ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE:
☒ Teacher Educator (x) pre-service (x) in-service
☐ State Personnel ☒ Local Administrators ☐ Guidance Personnel
☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☒ No

IS MATERIAL COPYRIGHTED? ☐ Yes ☒ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

STIPULATIONS Permission may be requested from North Dakota RCU or State Board for Vocational Education

PROVISIONS FOR ACQUIRING MATERIALS: _____

☒ Purchase (Unit cost $ 1.00) ☐ Rent (Unit Cost $_____) ☐ Free

Other–Explain: _____

TO ORDER, PLEASE CONTACT: National Education Association, Home Economics Division, 1201 Sixteenth Street, N. W., Washington, D. C. 20036; Stock number 261-08414

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

The booklet, Teaching for Employability, serves to enable the teacher to make the student aware of personal qualifications and attitudes that will enhance his employability. The booklet is an outgrowth of a research project in which vocational teachers, teacher educators, employers, and workers identified common concerns for employability of entry level employees.

Teaching for Employability contains suggestions for teachers of ways to teach job attitudes and skills. Also included are suggestions for attitude assessments.

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT

NAME:	Patricia D. Murphy
AGENCY:	North Dakota State University
ADDRESS:	Fargo, ND 58102
	PHONE: 237-7174

WORK ETHIC
INSTRUCTIONAL MATERIALS SEARCH

TITLE OF MATERIALS	Values for Teenagers in the 1970's
DATE OF DEVELOPMENT AND/OR REVISION	1973
NAME OF DEVELOPER(S)	Guidance Associates

SUBJECT OF MATERIAL: ☐ Pride in Good Workmanship ☐ Realistic Self-Image ☐ Why Work ☐ Getting and Holding a Job ☒ Ethical Conduct ☐ Job Satisfaction ☐ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL: ☐ Hardcopy _____ Pages (no.) ☐ Paper Bound _____ Pages (no.) ☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size ☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm) ☒ Slides and Film Strips ( ) B & W (x) Color; Audio: (x) Yes ( ) No ☒ Audio ( ) Reel ( ) Cassette (x) Record

INTENDED AUDIENCE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE: ☐ Pre-K thru 3 ☐ 4-6 ☐ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult ☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator ( ) pre-service ( ) in-service ☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel ☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☒ No

IS MATERIAL COPYRIGHTED? ☒ Yes ☐ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

STIPULATIONS Permission for duplication must be in writing from the publisher.

PROVISIONS FOR ACQUIRING MATERIALS: _____

☒ Purchase (Unit cost $ 37.50) ☐ Rent (Unit Cost $_____) ☐ Free

Other–Explain: _____

TO ORDER, PLEASE CONTACT: Guidance Associates, 41 Washington Avenue, Pleasantville, New York 10570

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

This package from Guidance Associates contains two filmstrips with scripts in a manual and record. The real life situations which are used in this approach to developing positive values within teenagers are most appropriate to work ethic instruction.

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT		
	NAME:	Charles Curry, Project Director
	AGENCY:	Work Ethics Project, VPI & SU
	ADDRESS:	102 War Memorial Gym
		Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC
INSTRUCTIONAL MATERIALS SEARCH

TITLE OF MATERIALS	Vocational Counseling
DATE OF DEVELOPMENT AND/OR REVISION	Current
NAME OF DEVELOPER(S)	International Film Bureau

SUBJECT OF MATERIAL: ☐ Pride in Good Workmanship ☐ Realistic Self-Image ☐ Why Work
☒ Getting and Holding a Job ☐ Ethical Conduct ☐ Job Satisfaction
☒ Occupational Choice ☒ Career Advancement ☒ Other

TYPE OF MATERIAL: ☐ Hardcopy _____ Pages (no.)
☐ Paper Bound _____ Pages (no.)
☒ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☒ Slides and Film Strips ( ) B & W (x) Color; Audio: (x) Yes ( ) No
☒ Audio Tapes ( ) Reel ( ) Cassette (x) Records

INTENDED AUDIENCE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE: ☐ Pre-K thru 3 ☐ 4-6 ☒ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult
☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (x) pre-service (x) in-service
☐ State Personnel ☐ Local Administrators ☒ Guidance Personnel
☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☒ No

IS MATERIAL COPYRIGHTED? ☐ Yes ☐ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

STIPULATIONS Information not provided

PROVISIONS FOR ACQUIRING MATERIALS: _____

☒ Purchase (Unit cost $ 60.00) ☐ Rent (Unit Cost $ _____) ☐ Free

Other—Explain: _____

TO ORDER, PLEASE CONTACT: International Film Bureau, Inc., 332 South Michigan Avenue, Chicago, Illinois

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

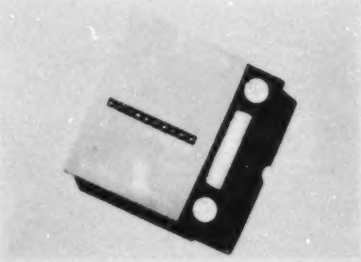
This series of filmstrips and records developed by the International Film Bureau, Inc. titled "Vocational Counseling" has four sections: The right road; Crystal ball; Second chances for security; and Closing the educational gap. This material should be useful to guidance counselors in group as well as individual vocational counseling.

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT		
	NAME:	Charles Curry, Project Director
	AGENCY:	Work Ethics Porject; VPI & SU
	ADDRESS:	102 War Memorial Gym
		Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC
INSTRUCTIONAL MATERIALS SEARCH

TITLE OF MATERIALS	Vocational Decisions
DATE OF DEVELOPMENT AND/OR REVISION	Current
NAME OF DEVELOPER(S)	SVE Educational Filmstrips



SUBJECT OF MATERIAL: ☐ Pride in Good Workmanship ☐ Realistic Self-Image ☐ Why Work
☐ Getting and Holding a Job ☐ Ethical Conduct ☐ Job Satisfaction
☒ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL: ☐ Hardcopy _____ Pages (no.)
☐ Paper Bound _____ Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☒ Slides and Film Strips ( ) B & W (x) Color; Audio: (x) Yes ( ) No
☒ Audio Tapes ( ) Reel (x) Cassette

INTENDED AUDIENCE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE ☐ Pre-K thru 3 ☒ 4-6 ☒ 7-8 ☒ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult
☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☒ Teacher Educator (x) pre-service ( ) in-service
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel
☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☒ No

IS MATERIAL COPYRIGHTED? ☐ Yes ☐ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

STIPULATIONS Information not provided

PROVISIONS FOR ACQUIRING MATERIALS: _____

☒ Purchase (Unit cost $ 36.10) ☐ Rent (Unit Cost $_____) ☐ Free

Other–Explain: _____

TO ORDER, PLEASE CONTACT: Robert V. House, Singer/SVE, 1738 Monticello Street, Petersburg, Virginia 23803

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

This series of filmstrips titled "Vocational Decisions": includes three filmstrips and two cassette tapes. The titles of the filmstrips are as follows: An introduction to vocation; The world of work; and Counseling in vocational decisions.

Abstract Prepared in 1975

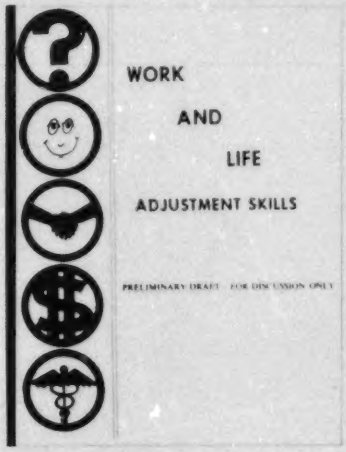
PERSON SUBMITTING ABSTRACT

NAME:	Charles Curry, Project Director
AGENCY:	Work Ethics Project, VPI & SU
ADDRESS:	102 War Memorial Gym
	Blacksburg, VA 24061 PHONE: 951-6836

92100

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH



TITLE OF MATERIALS: Work and Life Adjustment Skills

DATE OF DEVELOPMENT AND/OR REVISION: 1973 - Preliminary Draft For Discussion Only

NAME OF DEVELOPER(S): Howard L. Newby, Keith Herring

SUBJECT OF MATERIAL:
☒ Pride in Good Workmanship ☐ Realistic Self-Image ☒ Why Work
☒ Getting and Holding a Job ☒ Ethical Conduct ☒ Job Satisfaction
☐ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL:
☐ Hardcopy _____ Pages (no.)
☒ Paper Bound 89 Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE: ☒ Regular ☒ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE: ☐ Pre-K thru 3 ☐ 4-6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult
☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator ( ) pre-service ( ) in-service
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel
☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☒ No

IS MATERIAL COPYRIGHTED? ☐ Yes ☒ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

STIPULATIONS _____

PROVISIONS FOR ACQUIRING MATERIALS: _____

☒ Purchase (Unit cost $ 2.00) ☐ Rent (Unit Cost $_____) ☒ Free - one copy only

Other—Explain: _____

TO ORDER, PLEASE CONTACT: Research and Curriculum Unit, Drawer DX, Mississippi State, Mississippi 39762

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

The publication includes an instructional outline and unit lessons developed for use in both regular vocational programs and industry pre-employment training programs. It is designed to provide training activities related to job preparation and employment. Emphasis is placed on developing an awareness of positive personal traits and their relation to job satisfaction and success.

Modifications are to be made in the material by instructors according to age level of students and type of program. Activities have been developed to make the material more meaningful and applicable to individuals in various types of programs. The publication should be of value to all pre-employment programs.

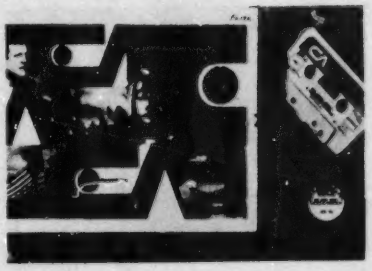
Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT

NAME:	James F. Shill
AGENCY:	Research and Curriculum Unit
ADDRESS:	Drawer DX
	Mississippi State, MS 39762 PHONE: 325-2510

WORK ETHIC
INSTRUCTIONAL MATERIALS SEARCH

TITLE OF MATERIALS	The Work Ethic: A Victim of Progress
DATE OF DEVELOPMENT AND/OR REVISION	May 1974
NAME OF DEVELOPER(S)	Current Affairs Films



SUBJECT OF MATERIAL:
☐ Pride in Good Workmanship ☐ Realistic Self-Image ☐ Why Work
☐ Getting and Holding a Job ☒ Ethical Conduct ☐ Job Satisfaction
☐ Occupational Choice ☐ Career Advancement ☒ Other

TYPE OF MATERIAL:
☐ Hardcopy _____ Pages (no.)
☐ Paper Bound _____ Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☒ Slides and Film Strips ( ) B & W (x) Color; Audio: (x) Yes ( ) No
☒ Audio Tapes ( ) Reel (x) Cassette

INTENDED AUDIENCE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE
☐ Pre-K thru 3 ☐ 4-6 ☒ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☒ Adult
☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE:
☐ Teacher Educator ( ) pre-service ( ) in-service
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel
☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☒ No

IS MATERIAL COPYRIGHTED? ☐ Yes ☐ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

STIPULATIONS Information not provided

PROVISIONS FOR ACQUIRING MATERIALS: _____

☒ Purchase (Unit cost $ 22.00) ☐ Rent (Unit Cost $ _____) ☐ Free

Other - Explain: _____

TO ORDER, PLEASE CONTACT: Current Affairs, 24 Danbury Road, Wilton, Connecticut 06897

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

"The Work Ethic: A Victim of Progress" is one of a series of color filmstrips dealing with contemporary topics, produced by Current Affairs Films. It is primarily for use in junior and senior high schools, but it can also be used effectively with civic groups and other adult audiences.

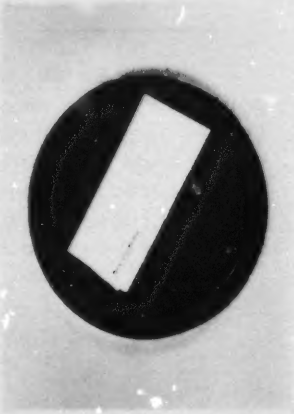
There have been definite signs recently that the attitude that many Americans hold toward work is undergoing a dramatic change. This filmstrip deals with the causes for the erosion of the American work ethic.

A discussion guide is included in this filmstrip-cassette package.

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT		
	NAME:	Charles Curry, Project Director
	AGENCY:	Work Ethics Project, VPI & SU
	ADDRESS:	102 War Memorial Gym
		Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC
INSTRUCTIONAL MATERIALS SEARCH



TITLE OF MATERIALS	Work Is Child's Play
DATE OF DEVELOPMENT AND/OR REVISION	1973
NAME OF DEVELOPER(S)	Miller Production Incorporated 800 West Avenue/Box 5584 Austin, Texas 78763

SUBJECT OF MATERIAL:
☐ Pride in Good Workmanship ☐ Realistic Self-Image ☐ Why Work
☐ Getting and Holding a Job ☐ Ethical Conduct ☐ Job Satisfaction
☒ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL:
☐ Hardcopy _____ Pages (no.)
☐ Paper Bound _____ Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color __ Size
☒ Film 27 Minutes (no.) ( ) B & W (x) Color 16 Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE: ☒ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE
☒ Pre-K thru 3 ☒ 4-6 ☒ 7-8 ☒ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult
☒ Teacher ☒ Teacher Educator ☒ Administrator ☒ Other Parents

FOR PROFESSIONAL USE:
☒ Teacher Educator ( ) pre-service ( ) in-service
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel
☒ Other Business people

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☒ No

IS MATERIAL COPYRIGHTED? ☒ Yes ☐ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☒ No

STIPULATIONS _____

PROVISIONS FOR ACQUIRING MATERIALS: _____

☒ Purchase (Unit cost $ 300.00) ☐ Rent (Unit Cost $_____) ☒ Free (on loan basis in Texas)
Other–Explain: Film may be rented from Miller Productions also.

TO ORDER, PLEASE CONTACT: Resource Center, Texas Education Agency, 201 East 11th Street, Austin, TX 78701

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

"Work Is Child's Play" is a twenty-seven minute color film which sensitively portrays young people growing and learning--discovering themselves in relation to the world around them. The three part process of awareness, exploration, and experience develops to the accompaniment of original music by Bobby Bridger of RCA Records. Produced for business people, educators, parents and students, the film increases understanding of the need for and the benefits of creative and meaningful Career Education as a part of the total educational system.

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT

NAME:	Resource Center	
AGENCY:	Texas Education Agency	
ADDRESS:	201 East 11th Street	
	Austin, TX 78701	PHONE: 475-3468

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH

TITLE OF MATERIALS	The Worker in Modern Society
DATE OF DEVELOPMENT AND/OR REVISION	January 1974
NAME OF DEVELOPER(S)	Mary Bredemeier J. Henry Zanzalari

SUBJECT OF MATERIAL: ☐ Pride in Good Workmanship ☐ Realistic Self-Image ☒ Why Work
☐ Getting and Holding a Job ☒ Ethical Conduct ☐ Job Satisfaction
☐ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL: ☐ Hardcopy _____ Pages (no.)
☒ Paper Bound 345 Page (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☐ Slides and Film Strips ( ) B & W ( ) Color; Audio: ( )Yes ( )No
☐ Audio Tapes ( ) Reel ( ) Cassette

INTENDED AUDIENCE: ☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE: ☐ Pre-K thru 3 ☐ 4-6 ☐ 7-8 ☐ 9-10 ☒ 11-12 ☒ 13-14 ☐ Adult
☒ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE: ☐ Teacher Educator ( ) pre-service ( ) in-service
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel
☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☐ No

IS MATERIAL COPYRIGHTED? ☐ Yes ☒ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☐ Yes ☐ No

STIPULATIONS _____

PROVISIONS FOR ACQUIRING MATERIALS: _____

☒ Purchase (Unit cost $ 5.00) ☐ Rent (Unit Cost $_____) ☐ Free

Other–Explain: _____

TO ORDER, PLEASE CONTACT: Curriculum Laboratory, Rutgers - The State University, Building 4103 - Kilmer Campus, New Brurswick, New Jersey

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

"The Worker in Modern Society" is a history of work in the United States. The history takes the reader from the condition of the worker before the Industrial Revolution to the worker of the 1970's protected by numerous benefits. Labor union, the black movement, women's movement, ecological and anti-war movement are discussed. This history of our working society provides a background for study of our established work ethic.

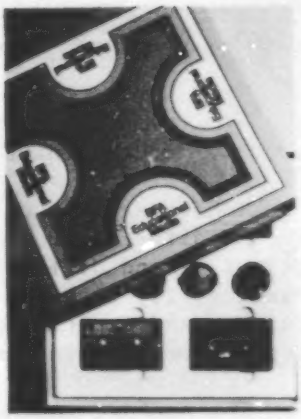
Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT

NAME:	Brenda Carr, Laboratory Assistant
AGENCY:	Work Ethics Project; VPI & SU
ADDRESS:	102 War Memorial Gym
	Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH



TITLE OF MATERIALS	Working
DATE OF DEVELOPMENT AND/OR REVISION	Current
NAME OF DEVELOPER(S)	Michael Creedman Bee Morris, Consultant

SUBJECT OF MATERIAL:
☐ Pride in Good Workmanship ☒ Realistic Self-Image ☒ Why Work
☐ Getting and Holding a Job ☐ Ethical Conduct ☐ Job Satisfaction
☐ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL:
☐ Hardcopy _____ Pages (no.)
☐ Paper Bound _____ Pages (no.)
☐ Video Tape _____ Minutes (no.) ( ) B & W ( ) Color ___ Size
☐ Film _____ Minutes (no.) ( ) B & W ( ) Color ___ Size (mm)
☒ Slides and Film Strips ( ) B & W ( ) Color; Audio: (x) Yes ( ) No
☒ Audio Tapes ( ) Reel ( ) Cassette (x) Records

INTENDED AUDIENCE:
☐ Regular ☐ Disadvantaged ☐ Handicapped ☐ Other _____ (Indicate)

TARGET LEVEL OF AUDIENCE
☒ Pre-K thru 3 ☒ 4-6 ☒ 7-8 ☐ 9-10 ☐ 11-12 ☐ 13-14 ☐ Adult
☐ Teacher ☐ Teacher Educator ☐ Administrator ☐ Other

FOR PROFESSIONAL USE:
☐ Teacher Educator ( ) pre-service ( ) in-service
☐ State Personnel ☐ Local Administrators ☐ Guidance Personnel
☐ Other _____ (Indicate)

IS SPECIALIZED TRAINING REQUIRED FOR OPTIMUM USE OF THESE MATERIALS? ☐ Yes ☒ No

IS MATERIAL COPYRIGHTED? ☒ Yes ☐ No

IF "YES" WILL PERMISSION BE GRANTED FOR DUPLICATION? ☒ Yes ☐ No

STIPULATIONS Students worksheets only may be produced.

PROVISIONS FOR ACQUIRING MATERIALS:

☒ Purchase (Unit cost $ 64.50) ☐ Rent (Unit Cost $_____) ☐ Free

Other—Explain: With cassette, $56.50 with records

TO ORDER, PLEASE CONTACT: BFA Educational Media, 2211 Michigan Avenue, Santa Monica, California 90404

Descriptive Abstract

Please write a brief description of the content of the material indicated on the front side of this form. Please limit your description to the space provided.

A series of four filmstrips and four cassettes titled "Working" deals with the following four concepts: Why work; What you're worth; On-the-job; and Preparing for the future.

The objectives of this series include: (1) to recognize that there are several different reasons why people work; (2) to recognize that different occupations demand different skills; responsibilities, and therefore demand different salaries; (3) to examine a number of different occupations and the necessary training and experience they demand; and (4) to describe ways to predict and prepare for jobs in the future.

The package includes a teaching guide and student worksheets that may be reproduced.

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT		
	NAME:	Charles Curry, Project Director
	AGENCY:	Work Ethics Project; VPI & SU
	ADDRESS:	102 War Memorial Gym
		Blacksburg, VA 24061 PHONE: 951-6836

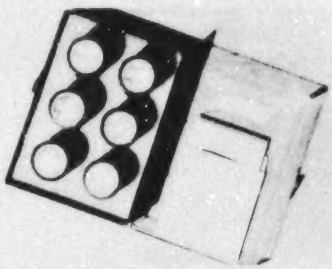
WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH

TITLE OF MATERIALS: Work[illegible]

DATE OF DEVELOPMENT AND/OR REVISION: 1970

NAME OF DEVELOPER(S): Lloyd Stjernberg



SUBJECT OF MATERIAL:
- ☒ Pride in Good Workmanship
- ☐ Realistic Self-Image
- ☒ Why Work
- ☐ Getting and Holding a Job
- ☐ Ethical Conduct
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Descriptive Abstract

Direct ons: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

This filmstrip series relates the interdependence of individuals working together for society as a whole. Case studies in the mining and coffee industries, for example, relate their products, services and technology to the needs of individuals dependent upon them. The interdependence of the institutions of economics, education, political organization and social control are related realistically on a level that can be understood by lower elementary level students.

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT		
	NAME:	Charles Curry, Project Director
	AGENCY:	Work Ethics Project; VPI & SU
	ADDRESS:	102 War Memorial Gym
		Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH

TITLE OF MATERIALS	World of Work
DATE OF DEVELOPMENT AND/OR REVISION	June 1971
NAME OF DEVELOPER(S)	R. T. Benson, B. V. Burkett A. K. Jensen, Betty P. Watkins

SUBJECT OF MATERIAL:
☒ Pride in Good Workmanship ☒ Realistic Self-Image ☒ Why Work
☒ Getting and Holding a Job ☒ Ethical Conduct ☒ Job Satisfaction
☒ Occupational Choice ☐ Career Advancement ☐ Other

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TO ORDER, PLEASE CONTACT: Vocational Education Media Center, 109 Freeman Hall, Clemson University, Clemson, South Carolina 29631

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

The World of Work is designed to provide students with an understanding of the importance of work and the personal satisfaction and financial benefits which can be derived from work. The unit provides students with a bird's eye view of broad categories of occupations performed in the world of work, the interdependence of the occupational fields upon each other, and the contributions of each to our economic system. The unit is designed to develop the desirable attitudes and work habits which will enable the students to secure employment and be successful in it.

The World of Work consists of 20 activities. The activity includes objectives, tools and equipment lists, materials required, and procedures. Transparency masters and student work sheets are included.

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT

NAME:	Betty P. Watkins
AGENCY:	Vocational Education Media Center
ADDRESS:	109 Freeman Hall, Clemson University
	Clemson, SC 29631 PHONE: 656-3115

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH

TITLE OF MATERIALS	Your Attitude is Changing
DATE OF DEVELOPMENT AND/OR REVISION	1966
NAME OF DEVELOPER(S)	E. N. Chapman

SUBJECT OF MATERIAL:
☒ Pride in Good Workmanship ☒ Realistic Self-Image ☐ Why Work
☐ Getting and Holding a Job ☒ Ethical Conduct ☒ Job Satisfaction
☒ Occupational Choice ☐ Career Advancement ☐ Other

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TO ORDER, PLEASE CONTACT: Science Research Associates, 259 East Erie Street, Chicago, Illinois 60611

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

"Your Attitude is Changing" helps the student adjust to the change made from going to school to going to work.

The author wants the student to develop positive attitudes toward work, his boss and fellow employees.

This book is divided into three parts. The first part deals with one's personality and how to build a more positive attitude. The second part explores the world of work and provides the student with the opportunity to discover many excellent jobs for which he might like to prepare. The third part demonstrates to the student how to keep his first job and move to a better one.

The author uses examples and stories which help to clarify his point and to make the material interesting.

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT		
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	AGENCY:	Work Ethics Project; VPI & SU
	ADDRESS:	102 War Memorial Gym
		Blacksburg, VA 24061 PHONE: 951-6836

WORK ETHIC

INSTRUCTIONAL MATERIALS SEARCH

TITLE OF MATERIALS	Your Attitude is Showing A Primer on Human Relations
DATE OF DEVELOPMENT AND/OR REVISION	Second Edition - 1972
NAME OF DEVELOPER(S)	Elwood N. Chapman, Chaffey College, Alta Loma, California

SUBJECT OF MATERIAL:
☒ Pride in Good Workmanship ☒ Realistic Self-Image ☐ Why Work
☐ Getting and Holding a Job ☒ Ethical Conduct ☒ Job Satisfaction
☐ Occupational Choice ☐ Career Advancement ☐ Other

TYPE OF MATERIAL:
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1540 Page Mill Road, Palo Alto, California 94304

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

"Your Attitude is Showing is a positive book. It has helped individuals at all ages and backgrounds play their human relations roles with greater understanding and sensitivity. It has been of special help, however, to the young person faced with the problem of bridging the gap between school life and the world of work because it has prepared him to cope with the many human problems that were waiting for him."

The author uses case problems of realistic situations to develop positive attitudes.

This book is aimed at the high school student and/or college student about to enter the world of work or on his first job.

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT		
	NAME:	Brenda Carr, Laboratory Assistant
	AGENCY:	Work Ethics Project; VPI & SU
	ADDRESS:	102 War Memorial Gym
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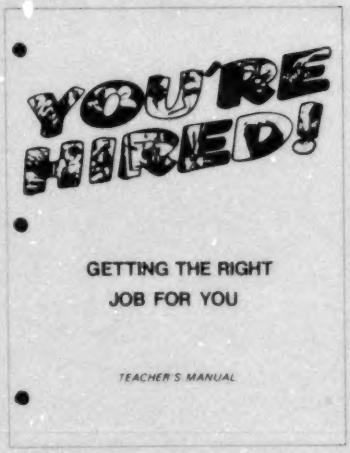
INSTRUCTIONAL MATERIALS SEARCH



TITLE OF MATERIALS	You're Hired! Getting the Right Job For You - Student Activity Book, Teacher's Manual
DATE OF DEVELOPMENT AND/OR REVISION	1972
NAME OF DEVELOPER(S)	Learning Resources Center Virginia Commonwealth University Richmond, Virginia

SUBJECT OF MATERIAL: ☐ Pride in Good Workmanship ☒ Realistic Self-Image ☒ Why Work
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Other–Explain: _____

TO ORDER, PLEASE CONTACT: Learning Resource Center, Virginia Commonwealth University, Richmond, Virginia

Descriptive Abstract

Directions: Please write a brief description of the content of the material indicated on the front side of this sheet. Please limit your description to the space provided.

"You're Hired! Getting the Right Job for You" includes a student activity book and teacher's manual plus two different types of instructional aids, 10 flip charts on interviews and 15 posters on career clusters. This unit is concerned with the process of finding the right job, submitting applications, facing the interviewer and following up after the interview. The students is involved in decisions about himself, his attitudes and personality in relation to finding the correct job. Student activities in the booklet make job hunting more interesting. The teacher's manual includes a bibliography, audiovisual materials, transparencies, kits and resource information (state and federal).

Abstract Prepared in 1975

PERSON SUBMITTING ABSTRACT

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AGENCY:	Work Ethics Project; VPI & SU
ADDRESS:	102 War Memorial Gym
	Blacksburg, VA 24061 PHONE: 951-6836

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